



Buyer User Guide

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1 Introduction

1.1 GSA Reverse Auctions

ReverseAuctions.gsa.gov is an efficient and cost-effective platform for buying non-complex commodities and simple services. It's designed to drive down the total cost of acquisitions and increase savings to customers and taxpayers.

Use ReverseAuctions.gsa.gov to facilitate your request and submission of quotes for simple commodities and services through GSA Multiple Award Schedules (MAS) and Blanket Purchase Agreements (BPAs).

On ReverseAuctions.gsa.gov, you can solicit non-complex commodities and simple services while the sellers successively bid prices down until the auction time ends. An award can be made to the apparent low bidder if it meets the solicitation's terms and conditions and is technically acceptable.

In order to use ReverseAuctions.gsa.gov, you'll need a valid GSA eBuy username and password.

If you don't have an eBuy username and password, register here:
<https://www.ebuy.gsa.gov/advantage/main/registration.do>.

1.2 Current Schedules and BPAs available

1.2.1 GSA Blanket Purchase Agreements

NITCP Computers – National Information Technology Commodity Program BPAs for off-the-shelf laptops, desktops, netbooks and notebooks.

NITCP Data Center Equipment - National Information Technology Commodity Program BPAs for commercial off the shelf data center equipment.

NITCP Mobile Solutions - National Information Technology Commodity Program BPAs for commercial off the shelf items such as VOIP phones, Headsets, Video Cameras.

NITCP Monitors - National Information Technology Commodity Program BPAs for commercial off the shelf monitors.

NITCP Tablets - National Information Technology Commodity Program BPAs for commercial off the shelf computer tablets and accessories.

NITCP Video Teleconferencing Equipment - National Information Technology Commodity Program BPAs for commercial off the shelf Video Teleconferencing Equipment and ancillary services.

FSSI Office Supplies - In support of OMB's Federal Strategic Sourcing Initiative, GSA offers the following BPAs, leveraging the buying power of the Federal government to achieve savings for needed office supplies.

1.2.2 GSA Multiple Award Schedules

23 V - Automotive Superstore

51 V - Hardware Superstore

56 - Buildings and Building Material / Industrial Services and Supplies

58 I - Professional Audio / Video Telemetry / Tracking, Recording / Reproducing and Signal Data Solutions

66 - Scientific Equipment and Services

67 - Photographic Equipment: Cameras, Photographic Printers and Related Supplies and Services (Digital and Film-Based)

70 - General Purpose Commercial Information Technology Equipment, Software, and Services

71 - Furniture

73 - Food Service, Hospitality, Cleaning Equipment And Supplies, Chemicals and Services

75 - Office Products/Supplies and Services and New Products/Technology

78 - Sports, Promotional, Outdoor, Recreation, Trophies and Signs (Sports)

84 - Total Solutions for Law Enforcement, Security, Facilities Management, Fire, Rescue, Clothing, Marine Craft and Emergency/Disaster Response

1.2.3 Veterans Affairs Multiple Award Schedules

65 I B - Pharmaceuticals and Drugs

65 II A - Medical Equipment and Supplies

65 II C - Dental Equipment and Supplies

65 II F - Patient Mobility Devices

65 V A - X-ray Equipment and Supplies - Includes medical and dental x-ray film

65 VII - In Vitro Diagnostics, Reagents, Test Kits and Test Sets

2 Support and System Information

2.1 Questions

For general questions about Reverse Auctions, you can email us at reverseauctionshelp@gsa.gov or call us at 855-372-1094.

The Reverse Auctions helpdesk is available Monday through Friday from 7:00 am to 6:00 pm, Central Time Zone.

2.2 Training

For Vendor Training, contact us at ReverseAuctions@gsa.gov.

2.3 System timeout

User sessions will timeout after 15 minutes of inactivity. A reminder will pop up 5 minutes prior to expiration, allowing users to extend their session.

2.4 System Availability

The GSA Reverse Auctions system will be operational:

- Monday through Friday 24 hours a day
- Saturday from 12AM-5AM and 8AM-11:59PM Central Time Zone
- Sunday from 12AM-6AM and 10AM-11:59PM Central Time Zone

The system will not be operational during the following maintenance windows:

- Saturday 5AM-8AM Central Time Zone
- Sunday 6AM-10AM Central Time Zone

A system maintenance page will be displayed when a user tries to access the system during a maintenance window informing the user that the site is unavailable due to system maintenance.

3 Using GSA Reverse Auctions

3.1 Accessing Reverse Auctions

To access GSA Reverse Auctions:

1. Type <http://ReverseAuctions.gsa.gov> into your web browser.

The Reverse Auctions Home Page, shown in Figure 3-1, will be displayed.



Figure 3-1. Reverse Auctions Home Page

3.2 Buyer Login / Authentication

In order to access GSA Reverse Auctions you will need a valid GSA eBuy Buyer username and password. If you do not have an eBuy username, refer to section 2.3.

To log into Reverse Auctions as a Buyer:

1. Access the Reverse Auctions Home Page, shown in Figure 3-1, and click the **Buyer Login** link.

The Buyer authentication box, shown in Figure 3-2, will be displayed.

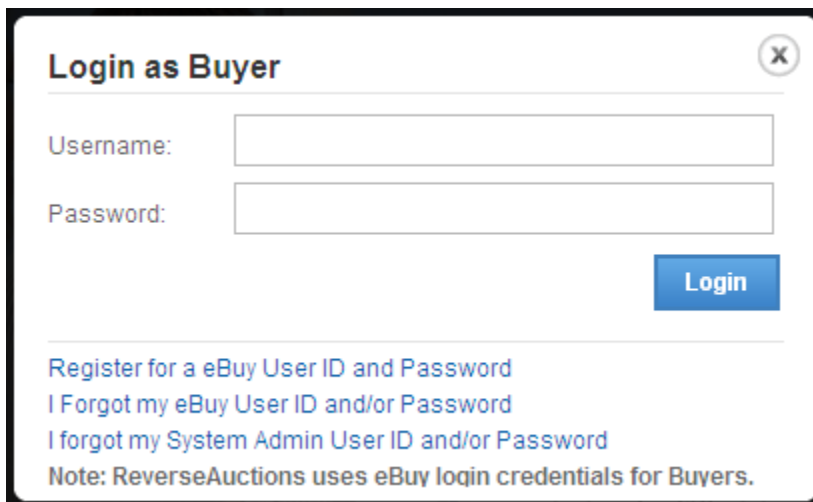


Figure 3-2. Buyer Authentication

2. Enter your **Username** and **Password** and click the **Login** button.
3. If you want to register with eBay, refer to section 2.3.
4. If you forgot your User ID or password refer to section 2.4.
5. If you forgot your System Admin ID or password refer to section 2.5.

3.3 Register with eBay

In order to use e-Buy you must have a Government Purchase Card or AAC on file in your GSA Advantage Profile. If you do not have a payment method, you may still register, but you will receive an email verifying you are a Federal buyer with a '.gov' or '.mil' address. After verification, you may use e-Buy without having a payment method.

To register for an eBay account:

1. Click the **Register for eBay User ID and Password** link in the Buyer Login authentication box, Figure 3-2.

An eBay registration form will be displayed.

3.4 Forgotten Username or Password

In the event that you have forgotten your username or password:

1. Click the **I Forgot my eBay User ID and/or Password** link in the Buyer Login authentication box – shown in Figure 3-2.

The **Login Assistance** screen, shown in Figure 3-3, will be displayed.

GSA eBuy GSA Advantage! | e-Library

Advantage! Login Assistance

Forgotten your User ID or Password? Don't Worry, click on one of the links below (if you've forgotten both, click on "Forgot My User ID". Once you get your User ID then get your password).

[▶ Forgot My User ID](#)
[▶ Forgot My Password](#)

Figure 3-3. Login Assistance

2. Click the **Forgot My User ID** button or the **Forgot My Password** button.

The **Forgot User ID** screen, shown in Figure 3-4, or the **Forgot Password** screen, shown in Figure 3-5, will be displayed.

GSA eBuy GSA Advantage! | e-Library

Forgot User ID?

Instructions: Enter the email address associated with your GSA Advantage membership.

E-mail Address:

[▶ Submit](#)

Figure 3-4. Forgot User ID

GSA eBuy GSA Advantage! | e-Library

Forgot Password?

Instructions: Enter the email address associated with your GSA Advantage membership.

User ID:

E-mail Address:

[▶ Submit](#)

Figure 3-5. Forgot Password

3. Enter your Email address in the **Forgot User ID** screen or enter your User ID and email address in the **Forgot Password** screen, and then click the **Submit** button.
- Your credentials will be emailed to you.

3.5 Forgotten System Admin User ID or Password

In the event that you have forgotten your System Admin password:

1. Click the **I Forgot my System Admin User ID and/or Password** link in the Buyer Login authentication box – shown in Figure 3-2.

The **Login Assistance** screen, shown in Figure 3-3, will be displayed.

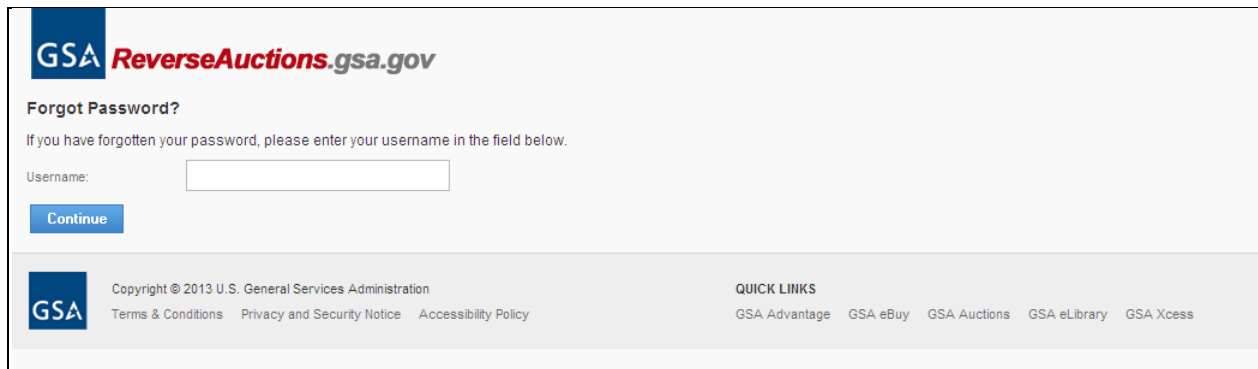
The screenshot shows the "Forgot Password?" screen on the GSA ReverseAuctions website. It includes a header with the GSA logo and the text "ReverseAuctions.gsa.gov". Below the header, the title "Forgot Password?" is followed by the instruction "If you have forgotten your password, please enter your username in the field below." There is a text input field for the username and a blue "Continue" button. At the bottom, there is a footer with the GSA logo, copyright information, and quick links to various GSA services.

Figure 3-6. Forgot System Admin Password

2. Enter your Username, and then click the **Continue** button.

The User Verification screen, shown in Figure 3-7, will be displayed.

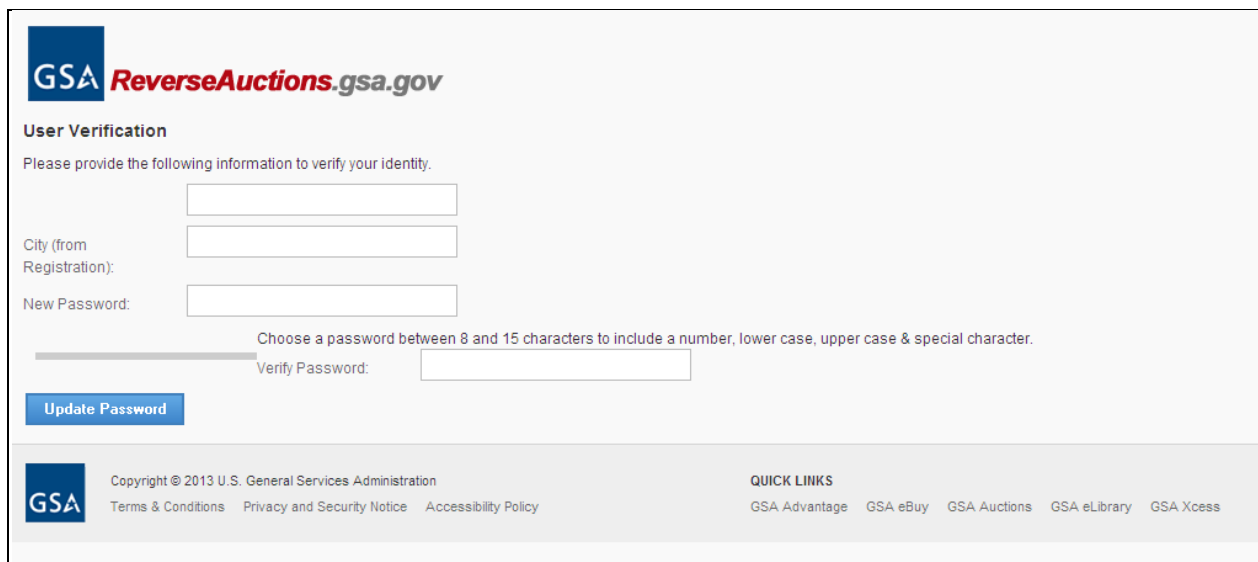
The screenshot shows the "User Verification" screen on the GSA ReverseAuctions website. It includes a header with the GSA logo and the text "ReverseAuctions.gsa.gov". Below the header, the title "User Verification" is followed by the instruction "Please provide the following information to verify your identity." There are three text input fields: one for the username, one for the city (from registration), and one for the new password. Below the new password field, there is a password strength indicator and a note: "Choose a password between 8 and 15 characters to include a number, lower case, upper case & special character." There is also a "Verify Password:" label and a corresponding text input field. A blue "Update Password" button is located at the bottom left. The footer contains the GSA logo, copyright information, and quick links to various GSA services.

Figure 3-7. User Verification

3. Populate the fields and then click the **Update Password** button.

3.6 System timeout

User sessions will timeout after 15 minutes. A reminder will pop up 5 minutes prior to expiration, allowing users to extend their session.

3.7 System Availability

The GSA Reverse Auctions system will be operational:

- Monday through Friday 24 hours a day
- Saturday from 12AM-5AM and 8AM-11:59PM Central Time Zone
- Sunday from 12AM-6AM and 10AM-11:59PM Central Time Zone

The system will not be operational during the following maintenance windows:

- Saturday 5AM-8AM Central Time Zone
- Sunday 6AM-10AM Central Time Zone

A system maintenance page will be displayed when a user tries to access the system during a maintenance window informing the user that the site is unavailable due to system maintenance.

4 Buyer Dashboard

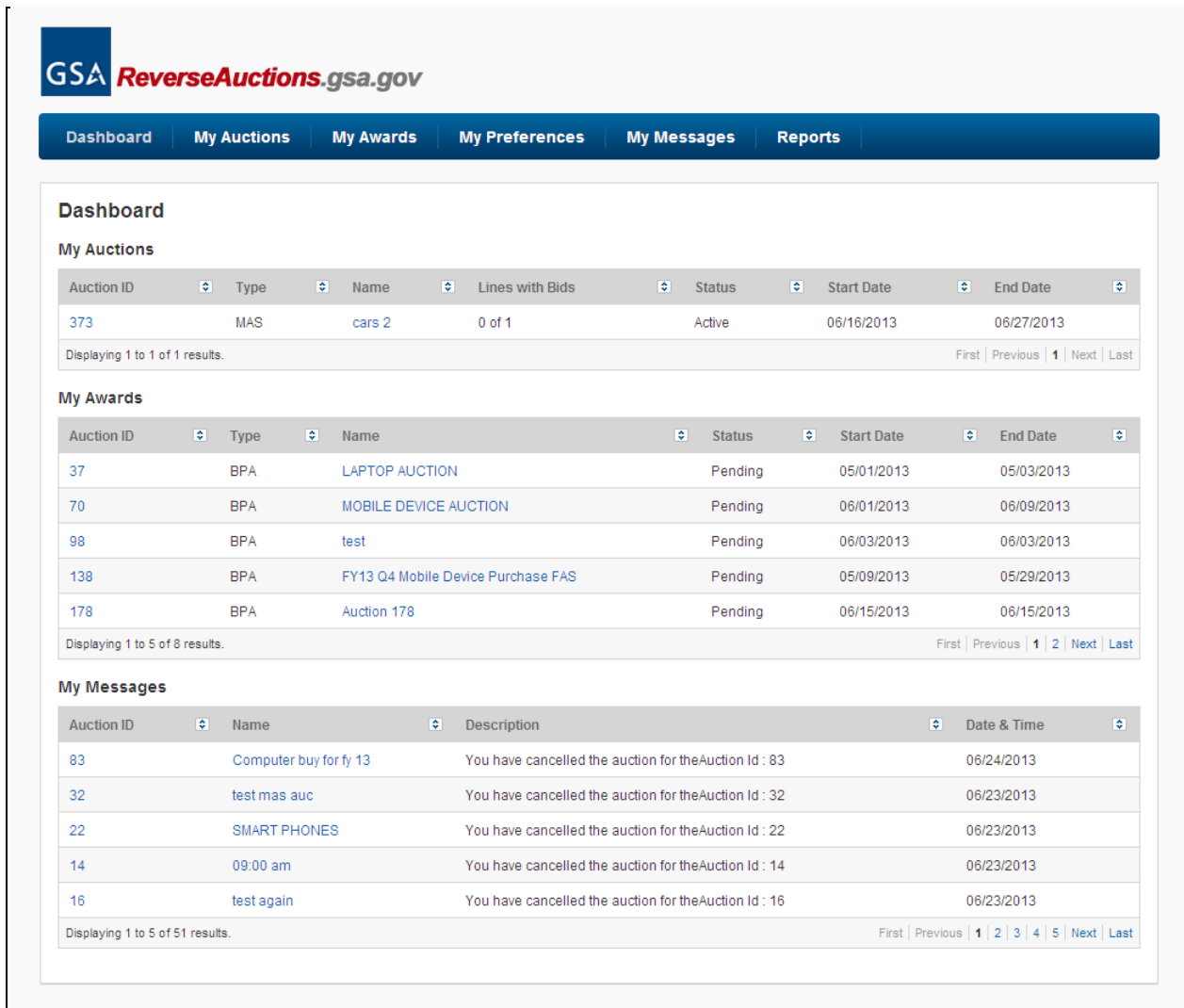
The buyer dashboard is the buyer landing page, and can be accessed by buyers once they have been authenticated by the system. The buyer dashboard provides access to the following:

- **My Auctions:** Displays a list of Active Auctions and allows a buyer to view the status of auctions, as well as the Line Items and various bidding information. Refer to section 4 for more information about Auctions.
- **My Awards:** Displays a list of Pending Awards, and allows a buyer to view the award status of closed auctions; to make awards to the line items in the bid; and to view various bidding information. Refer to section 6 for more information about Awards.
- **My Messages:** Displays system generated messages regarding bidding as well as system alerts and vendor initiated questions or updates. It also allows a buyer to view the status of the auctions, as well as the Line Items and various bidding information. Refer to section 8 for more information about Messages.

To access the Buyer Dashboard:

1. Log into Reverse Auctions as a Buyer, as described in section 2.2.

The Buyer Dashboard, shown in Figure 4-1, will be displayed.



The screenshot shows the GSA ReverseAuctions buyer dashboard. At the top is a navigation bar with links: Dashboard, My Auctions, My Awards, My Preferences, My Messages, and Reports. The main content area is titled 'Dashboard' and contains three sections: 'My Auctions', 'My Awards', and 'My Messages'. Each section displays a table of relevant data with pagination controls at the bottom of each table.

My Auctions

Auction ID	Type	Name	Lines with Bids	Status	Start Date	End Date
373	MAS	cars 2	0 of 1	Active	06/16/2013	06/27/2013

Displaying 1 to 1 of 1 results. [First](#) | [Previous](#) | [1](#) | [Next](#) | [Last](#)

My Awards

Auction ID	Type	Name	Status	Start Date	End Date
37	BPA	LAPTOP AUCTION	Pending	05/01/2013	05/03/2013
70	BPA	MOBILE DEVICE AUCTION	Pending	06/01/2013	06/09/2013
98	BPA	test	Pending	06/03/2013	06/03/2013
138	BPA	FY13 Q4 Mobile Device Purchase FAS	Pending	05/09/2013	05/29/2013
178	BPA	Auction 178	Pending	06/15/2013	06/15/2013

Displaying 1 to 5 of 8 results. [First](#) | [Previous](#) | [1](#) | [2](#) | [Next](#) | [Last](#)

My Messages

Auction ID	Name	Description	Date & Time
83	Computer buy for fy 13	You have cancelled the auction for theAuction Id : 83	06/24/2013
32	test mas auc	You have cancelled the auction for theAuction Id : 32	06/23/2013
22	SMART PHONES	You have cancelled the auction for theAuction Id : 22	06/23/2013
14	09:00 am	You have cancelled the auction for theAuction Id : 14	06/23/2013
16	test again	You have cancelled the auction for theAuction Id : 16	06/23/2013

Displaying 1 to 5 of 51 results. [First](#) | [Previous](#) | [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [Next](#) | [Last](#)

Figure 4-1. Buyer Dashboard

4.1 My Auctions

The “**My Auctions**” section of the Buyer dashboard, shown in Figure 4-2, displays a list of active auctions, and allows a buyer to view Line Item and Bidding information for auctions.

My Auctions

Auction ID	Type	Name	Lines with Bids	Status	Start Date	End Date
173	BPA	laptops2	0 of 2	Active	05/15/2013	05/22/2013
198	MAS	FBO test	0 of 1	Active	05/15/2013	05/22/2013
209	BPA	Laptop buy for FY13	0 of 1	Active	05/16/2013	05/23/2013
142	BPA	Tablets for New Hires	0 of 1	Active	05/09/2013	05/23/2013
105	BPA	TABLET AUCTION	0 of 2	Active	05/20/2013	05/24/2013

Displaying 1 to 5 of 7 results.

[First](#) | [Previous](#) | [1](#) | [2](#) | [Next](#) | [Last](#)

Figure 4-2. My Auctions

To view Line Item and Bidding information for an Auction:

1. Click one of the links in the **Name** or **ID** column.

An Auction Summary screen, similar to the one shown in Figure 4-3, will display auction header information and the Line Items associated with the Auction ID.


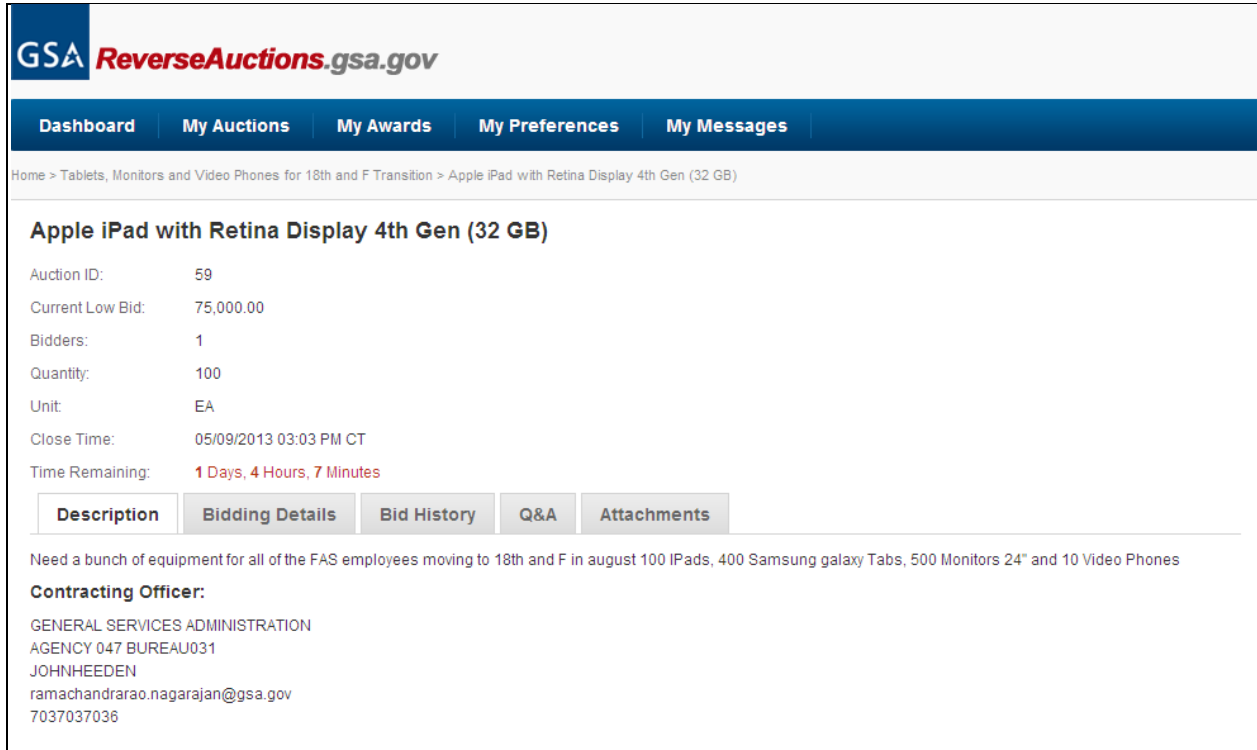
																								
Dashboard My Auctions My Awards My Preferences My Messages																								
Tablets, Monitors and Video Phones for 18th and F Transition																								
Auction ID: 59 Agency: GENERAL SERVICES ADMINISTRATION Bureau: AGENCY 047 BUREAU031 Contracting Officer: JOHNHEEDEN Email: ramachandrarao.nagarajan@gsa.gov Phone: Close Time: 05/09/2013 03:03 PM CT Time Remaining: 1 Days, 4 Hours, 31 Minutes																								
<div> Line Items Description </div>																								
<table> <tr> <th>Line Item</th><th>Qty</th><th>Unit</th><th>Current Bid</th><th>Bidders</th></tr> <tr> <td>Apple iPad with Retina Display 4th Gen (32 GB)</td><td>100</td><td>EA</td><td>\$ 75,000.00</td><td>1</td></tr> <tr> <td>24" Monitors</td><td>300</td><td>EA</td><td>\$ 110,000.00</td><td>0</td></tr> <tr> <td>Samsung Galaxy Tab 10 Inch</td><td>100</td><td>EA</td><td>\$ 40,000.00</td><td>1</td></tr> </table>					Line Item	Qty	Unit	Current Bid	Bidders	Apple iPad with Retina Display 4th Gen (32 GB)	100	EA	\$ 75,000.00	1	24" Monitors	300	EA	\$ 110,000.00	0	Samsung Galaxy Tab 10 Inch	100	EA	\$ 40,000.00	1
Line Item	Qty	Unit	Current Bid	Bidders																				
Apple iPad with Retina Display 4th Gen (32 GB)	100	EA	\$ 75,000.00	1																				
24" Monitors	300	EA	\$ 110,000.00	0																				
Samsung Galaxy Tab 10 Inch	100	EA	\$ 40,000.00	1																				
Displaying 1 to 3 of 3 results.				First Previous 1 Next Last																				

Figure 4-3. Auction Summary

2. To view Bidding information for a Line Item, click the link in the Line Item column.

The Line Item information screen, shown in Figure 4-4, will display a description of the auction, and provide access to Bidding information, Questions & Answers, and Attachments for the Line Item.



GSA ReverseAuctions.gsa.gov

Dashboard My Auctions My Awards My Preferences My Messages

Home > Tablets, Monitors and Video Phones for 18th and F Transition > Apple iPad with Retina Display 4th Gen (32 GB)

Apple iPad with Retina Display 4th Gen (32 GB)

Auction ID: 59
 Current Low Bid: 75,000.00
 Bidders: 1
 Quantity: 100
 Unit: EA
 Close Time: 05/09/2013 03:03 PM CT
 Time Remaining: 1 Days, 4 Hours, 7 Minutes

Description Bidding Details Bid History Q&A Attachments

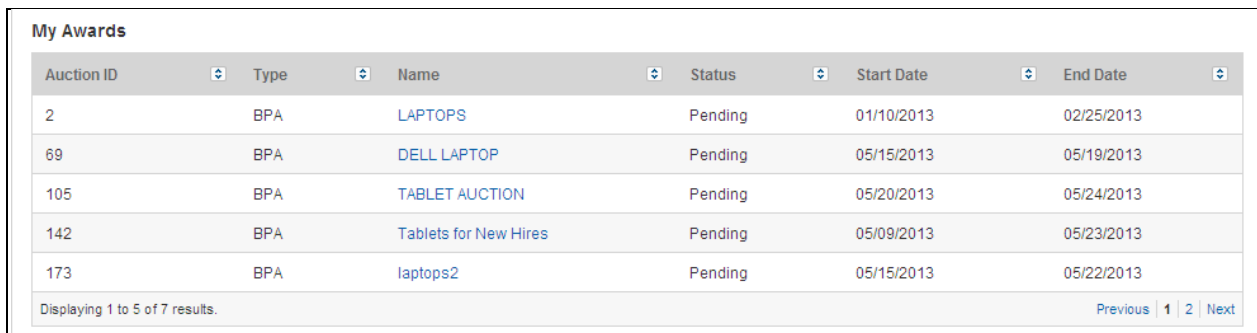
Need a bunch of equipment for all of the FAS employees moving to 18th and F in august 100 iPads, 400 Samsung galaxy Tabs, 500 Monitors 24" and 10 Video Phones

Contracting Officer:
 GENERAL SERVICES ADMINISTRATION
 AGENCY 047 BUREAU031
 JOHNHEEDEN
 ramachandrarao.nagarajan@gsa.gov
 7037037036

Figure 4-4. Line Item Information

4.2 My Awards

The “**My Awards**” section of the Buyer dashboard, shown in Figure 4-5, displays a list of closed auctions and allows the Buyer to award Line Items that have not been awarded.



Auction ID	Type	Name	Status	Start Date	End Date
2	BPA	LAPTOPS	Pending	01/10/2013	02/25/2013
69	BPA	DELL LAPTOP	Pending	05/15/2013	05/19/2013
105	BPA	TABLET AUCTION	Pending	05/20/2013	05/24/2013
142	BPA	Tablets for New Hires	Pending	05/09/2013	05/23/2013
173	BPA	laptops2	Pending	05/15/2013	05/22/2013

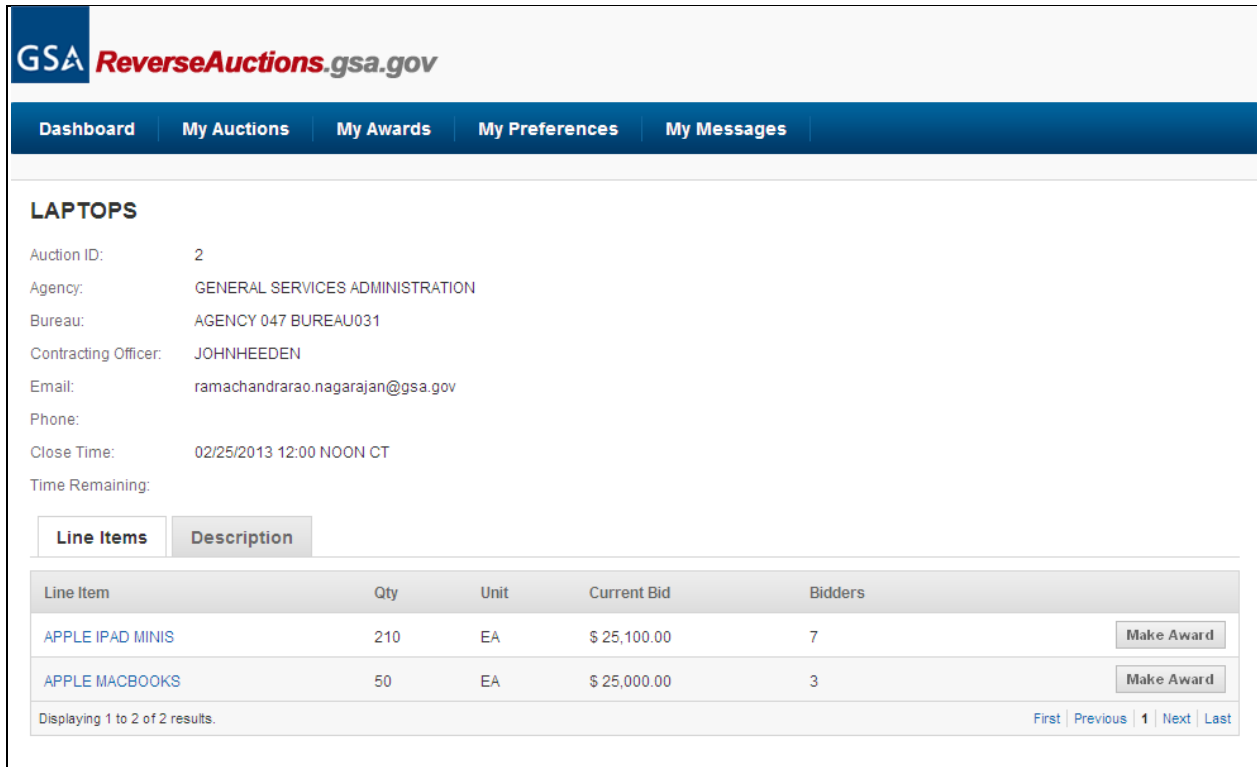
Displaying 1 to 5 of 7 results. [Previous](#) | [1](#) | [2](#) | [Next](#)

Figure 4-5. My Awards

To view the Award summary for an Auction or make an award:

1. Click the **Name** link for the auction you want to access.

A Line Item Award Status screen, similar to the one shown in Figure 4-6, will allow you to view completed awards and to make new awards.



The screenshot shows the 'LAPTOPS' auction page. It includes a header with the GSA logo and navigation tabs: Dashboard, My Auctions, My Awards, My Preferences, and My Messages. Below the tabs, the auction details are listed: Auction ID: 2, Agency: GENERAL SERVICES ADMINISTRATION, Bureau: AGENCY 047 BUREAU031, Contracting Officer: JOHNHEEDEN, Email: ramachandrarao.nagarajan@gsa.gov, Phone: , Close Time: 02/25/2013 12:00 NOON CT, and Time Remaining: .

Below the details is a table with two tabs: 'Line Items' and 'Description'. The 'Line Items' tab is active, showing a table with columns: Line Item, Qty, Unit, Current Bid, Bidders, and a 'Make Award' button. The table contains two rows:

Line Item	Qty	Unit	Current Bid	Bidders	
APPLE IPAD MINIS	210	EA	\$ 25,100.00	7	Make Award
APPLE MACBOOKS	50	EA	\$ 25,000.00	3	Make Award

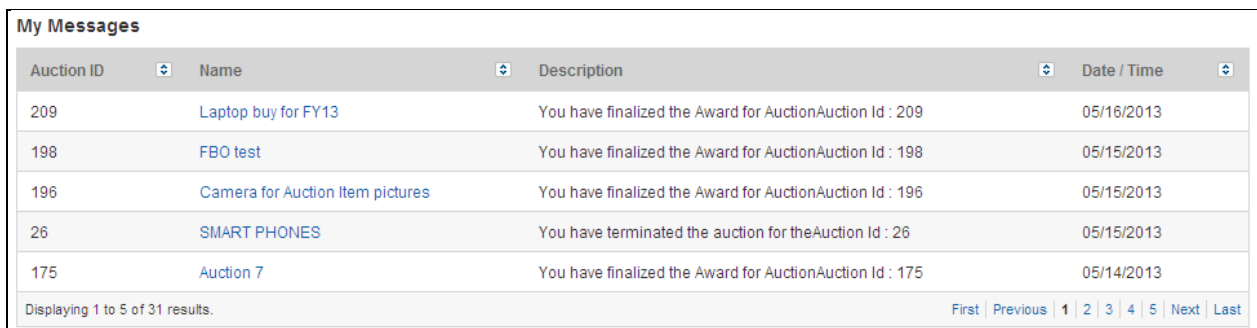
At the bottom, it says 'Displaying 1 to 2 of 2 results.' and has pagination links: First, Previous, 1, Next, Last.

Figure 4-6. Line Item Awards

2. To make an award, click a **Make Award** button. (Refer to section 6)

4.3 My Messages

The Messages section of the Dashboard, shown in Figure 4-7, displays a list of system generated messages concerning milestones in the Auction's progress, such as closing an auction, awarding a Line Item, canceling an award, etc., and allows a Buyer to access auction summary information.



The screenshot shows the 'My Messages' section. It has a table with columns: Auction ID, Name, Description, and Date / Time. The table contains five rows of messages:

Auction ID	Name	Description	Date / Time
209	Laptop buy for FY13	You have finalized the Award for AuctionAuction Id : 209	05/16/2013
198	FBO test	You have finalized the Award for AuctionAuction Id : 198	05/15/2013
196	Camera for Auction Item pictures	You have finalized the Award for AuctionAuction Id : 196	05/15/2013
26	SMART PHONES	You have terminated the auction for theAuction Id : 26	05/15/2013
175	Auction 7	You have finalized the Award for AuctionAuction Id : 175	05/14/2013

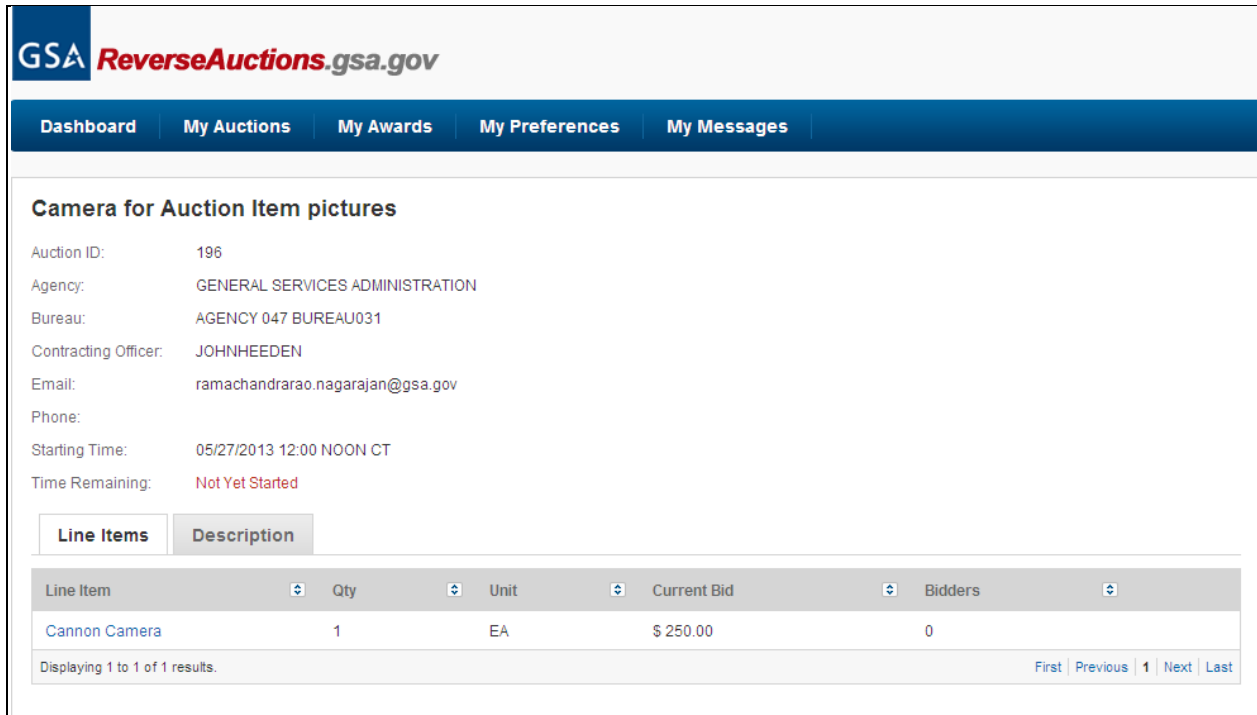
At the bottom, it says 'Displaying 1 to 5 of 31 results.' and has pagination links: First, Previous, 1, 2, 3, 4, 5, Next, Last.

Figure 4-7. My Messages

To view Line Item and Bidding information for an Auction

1. Click one of the Auction IDs.

An Auction Summary screen, similar to the one shown in Figure 4-8, will display auction header information and Line Items for the auction.



The screenshot shows the 'Camera for Auction Item pictures' page. It includes a navigation bar with links: Dashboard, My Auctions, My Awards, My Preferences, and My Messages. The main content area displays auction details for Auction ID 196, including Agency (GENERAL SERVICES ADMINISTRATION), Bureau (AGENCY 047 BUREAU031), Contracting Officer (JOHNHEEDEN), Email (ramachandrarao.nagarajan@gsa.gov), and Starting Time (05/27/2013 12:00 NOON CT). The Time Remaining is 'Not Yet Started'. Below the details is a table with two tabs: 'Line Items' and 'Description'. The 'Line Items' tab is active, showing a table with columns: Line Item, Qty, Unit, Current Bid, and Bidders. The table contains one row for 'Cannon Camera' with Qty 1, Unit EA, Current Bid \$ 250.00, and Bidders 0. At the bottom, it says 'Displaying 1 to 1 of 1 results.' and has navigation links: First, Previous, 1, Next, Last.

Line Item	Qty	Unit	Current Bid	Bidders
Cannon Camera	1	EA	\$ 250.00	0

Figure 4-8. Auction Summary

2. To view Bidding information for a Line Item, click one of the **Line Item** links.

5 Auctions

The Auctions module allows a buyer to create and manage auctions. A Buyer can create a new auction by copying an existing auction and then updating the various sections of the Auction prior to review and finalization or by using a new Auction template and entering information in the various sections.

The Auctions screen allows you to:

- **Create a new Auction**
- **Add Details to an Auction**
- **Select/View Vendors for an Auction**
- **Add Attachments to an Auction**
- **Review and Finalize an Auction**
- **Manage Auctions**

5.1 Creating a New Auction

This section describes the process of creating an Auction from a blank template, including:

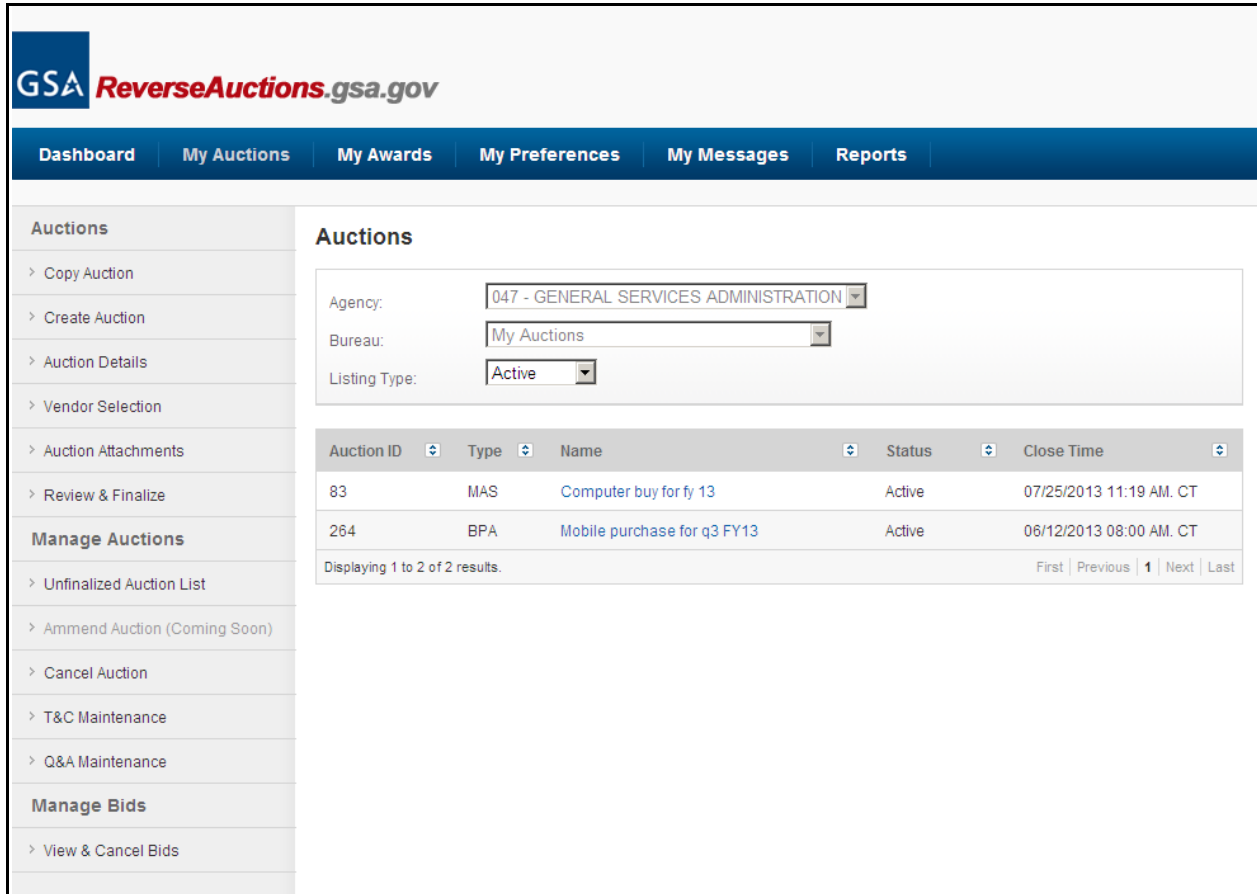
- **Creating a new Auction**
- **Adding Auction Details**

To create a new Auction:

1. Log into Reverse Auctions as a Buyer, and click **My Auctions** on the menu bar at the top of the screen.

The **Auctions** screen, shown in Figure 5-1, will display a list of Active Auctions. You can filter the list of Auctions displayed (depending on your security level) by selecting a different Agency, Bureau, and Listing Type from the drop-down lists. The Listing Type allows a Buyer to select the following Auction types:

- Active
- Preview
- Unfinalized
- Closed
- Cancelled



Auctions

Agency: 047 - GENERAL SERVICES ADMINISTRATION

Bureau: My Auctions

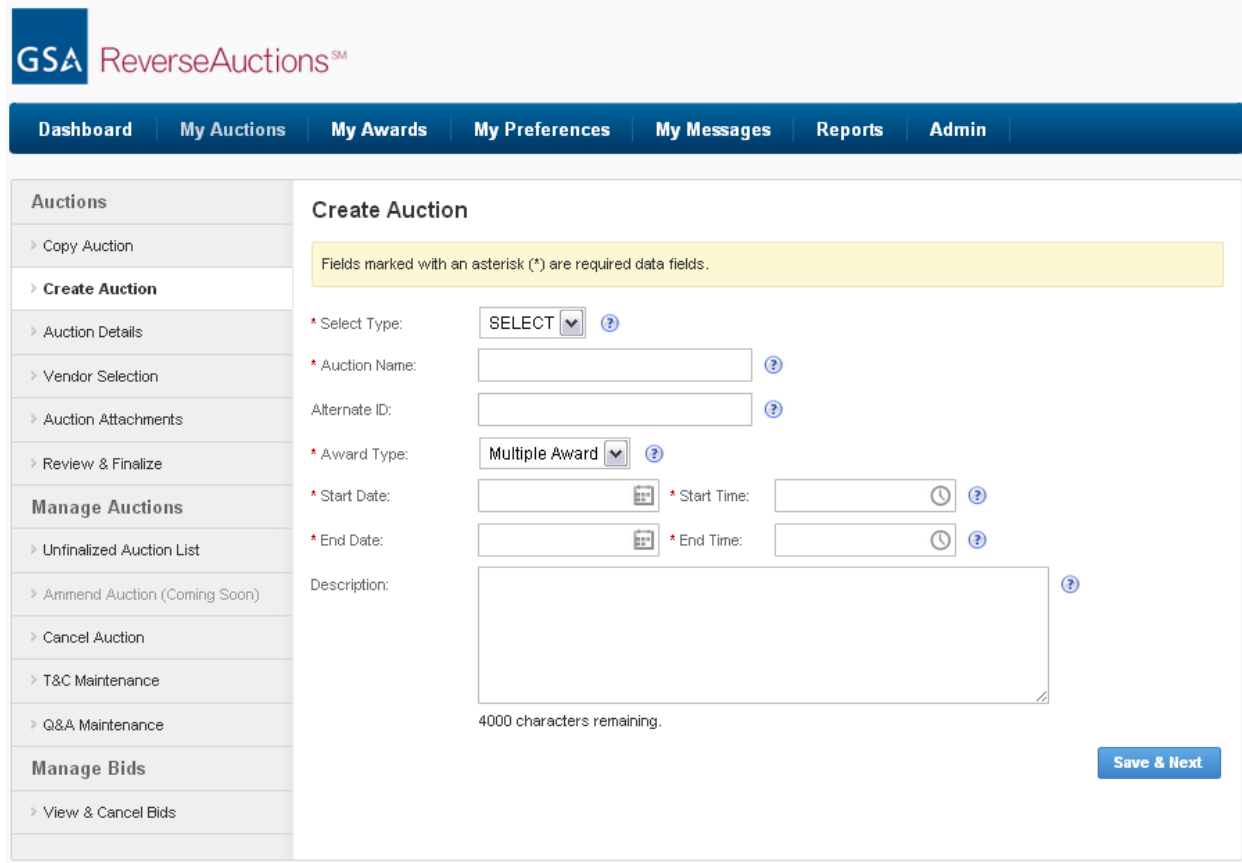
Listing Type: Active

Auction ID	Type	Name	Status	Close Time
83	MAS	Computer buy for fy 13	Active	07/25/2013 11:19 AM. CT
264	BPA	Mobile purchase for q3 FY13	Active	06/12/2013 08:00 AM. CT

Displaying 1 to 2 of 2 results. First Previous 1 Next Last

Figure 5-1. Auctions

- Click the **Create Auction** link in the selection panel on the left side of the screen. The **Create Auction** screen, shown in Figure 5-2, will display a blank auction template.



GSA ReverseAuctionsSM

Dashboard | **My Auctions** | **My Awards** | **My Preferences** | **My Messages** | **Reports** | **Admin**

Auctions

- > Copy Auction
- > **Create Auction**
- > Auction Details
- > Vendor Selection
- > Auction Attachments
- > Review & Finalize

Manage Auctions

- > Unfinalized Auction List
- > Amend Auction (Coming Soon)
- > Cancel Auction
- > T&C Maintenance
- > Q&A Maintenance

Manage Bids

- > View & Cancel Bids

Create Auction

Fields marked with an asterisk (*) are required data fields.

* Select Type: ?

* Auction Name: ?

Alternate ID: ?

* Award Type: ?

* Start Date: ? * Start Time: ?

* End Date: ? * End Time: ?

Description: ?

4000 characters remaining.

Save & Next

Figure 5-2. Create Auction


3. Populate the fields, as follow:

- Select the **Auction Type** (BPA or MAS) from the Select Type drop-down.
- Select a **Schedule** from the Select Schedule drop-down. (The Schedule determines the goods and services for which the auction can be conducted.)
- Enter the **Auction Name**. (The Auction Name, which is limited to 100 characters, will be displayed on Buyer and Vendor auction listings.)
- Enter an **Alternate ID** if desired. (This is an optional, free text field used to associate the auction with an internal procurement for cross reference and reporting purposes.)
- Select the **Award Type** (Single or Multiple) from the drop-down. (The Award Type indicates whether you want to award all of the Line Items to one or multiple vendors.)
- Select the **Start Date** and **Start Time** and the **End Date** and **End Time** for the Auction. (Click in one of the fields to display a calendar or slide to select dates and times.)
- Check the **Set aside auction** check-box if the auction is limited to Small Businesses. (This check box is only displayed if the Auction Type is 'MAS'.)

- Enter a **Description**. (The description is used to convey important information to vendors.)
4. Click the **Save & Next** button to create your Auction.

The Auction Details screen for the new Auction, shown in Figure 5-3, will be displayed. (The Auctions Details screen displays Auction Details at the top of the screen and a blank Line Item/Shipping Address template below.)

The Auction ID (shown in the Auction Details section) will be generated automatically.



[Dashboard](#)
[My Auctions](#)
[My Awards](#)
[My Preferences](#)
[My Messages](#)
[Reports](#)
[Admin](#)

Auctions

[Copy Auction](#)
[Create Auction](#)
[Auction Details](#)
[Vendor Selection](#)
[Auction Attachments](#)
[Review & Finalize](#)

Manage Auctions

[Unfinalized Auction List](#)
[Amend Auction \(Coming Soon\)](#)
[Cancel Auction](#)

Manage Bids

[View & Cancel Bids](#)

Auction Details

Fields marked with an asterisk (*) are required data fields.

Auction ID: 523
Auction Type: MAS
MAS: 70 GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES.
Auction Name: Dell computer purchase FY13 Q2
Alternate Auction ID:
Auction Start Date/Time: 05/28/2013 10:00 AM CT
Auction End Date/Time: 05/30/2013 10:00 AM CT

Add new line item:

* SIN and Sub-Category: ?
* Product/Service Name: ?
Brand Name / Brand Name or Equal: ☒ None ? ☐ Brand Name ☐ Brand Name or Equal
Part Number: ?
Manufacturer: ?
Product Description:
* Qty: ?
* Unit of Measurement: ?
* Delivery Method: ?
* Starting Bid: ?
* Target Price: ?
* Bid Decrement: ?
UNSPSC Code: ? [UNSPSC Search](#)
* FSC: ? [FSC Search](#)
Freight code: ?
Vendor Question & Answer End Date: ? End Time: ?
* Shipping Address: ?

Or add a new shipping address:

* Address Name: * Recpt. Name:
* Address Line 1: * Recpt. Phone:
Address Line 2: * Recpt. Email:
* Shipping City:
* Shipping State: ?
* Shipping Zip:

[Prev](#)
[Add Line Item & Shipping Address](#)
[Save Line Item](#)
[Add Line and Next](#)
[Next](#)

Figure 5-3. Auctions Details

5. Add Line Items to your Auction as follows:

- Select the **SIN and Sub-Category**. (Special Item Numbers (SIN) and Sub-categories are used to determine which vendors will be allowed to bid on a Line Item. Only vendors with a valid contract for that SIN will be allowed to bid.)
- Enter the **Product/Service Name**. (This is a free-text product service name and description.)
- Indicate whether or not the item is a **Brand Name / Brand Name or Equal** product by checking the appropriate radio button.
- Enter the Manufacturer's **Part Number**.
- Enter the name of the **Manufacturer**.
- Enter the **Product Description**.
- Enter the **Quantity** requested.
- Select a **Unit of Measurement** from the drop-down.
- Select the **Delivery Method** and indicate the parameters for the delivery in the field that is displayed: (The field displayed will depend on the Delivery Method selected.)
 - **Days after Receipt of Order**. If this option is selected, the Buyer should enter the number of calendar days that the vendor has to deliver the item after the order is received.
 - **Date of Award to Date of Completion**. If this option is selected, the Buyer should select the date that the purchase was formally awarded.
 - **Period of Performance**. If this option is selected, the Buyer should specify the allowable timeframe for delivery by selecting a start and an end date.
- Enter the **Starting Bid**. The starting bid is the value at which bidding opens. It is recommended that this be your Independent Government Estimate (IGE).
- Enter the **Target Price**. The Target Price is an ideal desired result identified by the Buyer when creating the auction. The target price should be lower than the starting price. The target price is not visible by the vendor community. Proxy bids submitted by the vendors are not disclosed to the buyer. Should a proxy bid be submitted at or below the target price, the target price becomes the current bid price for the vendor regardless of competition.
- Enter the **Bid Decrement**. This is the minimum amount the next bid must be decreased below the current winning bid.
- Enter the **UNSPSC code**. The United Nations Standard Products and Service Code (UNSPC), which is only used for reporting purposes, is composed of five, two-digit identifiers and categorize the item into a five-level hierarchy.

- Enter the **FSC** code. The Federal Supply Classification (FSC) code, which is only used for reporting purposes, is a four-digit code that identifies the item or service being procured.
 - Enter a **Funding Code** if required. This may be a MIPR, DoDAAC, AAC or Funding Document Number. This data will be populated on the Level Data Report.
 - Select the **Vendor Question & Answer End Date** and End Time. This is the last day and time that vendors can submit questions to the Contracting Officer before the Auction closes.
 - Select the **Shipping Address** from the drop-down list, or add a new shipping address by entering address information under “**Add a new shipping address**”
6. Click one of the following buttons:
- To save your line item and new shipping address and to add another Line Item, click the **Add Line Item & Shipping Address** button. Clicking this button will save your Line Item and Shipping Address and display a new Line Item template.
 - To save your line item and add another Line Item, click the **Save Line Item** button. Clicking this button will save your Line Item and display a new Line Item template.
 - To save your Line Item and display the Select Vendors screen, click the **Add Line Item and Select Vendors** button. Clicking this button will save your Line Item and display the Select Vendors screen.
 - To display the Select Vendors screen without saving a new Line Item, click the **Next** button. Click this button to display the vendors screen without saving a new line item.
7. After all of the Line Items for the Auction have been added, click the **Add Line and Select Vendors** button if there is another line item to be saved, or click the **Next** button.

The **Vendor Selection** screen, shown in Figure 5-4, will be displayed and your Auction ID will automatically be selected.

If the Small Business check-box was checked for the Auction, the Small Business drop down will be displayed.

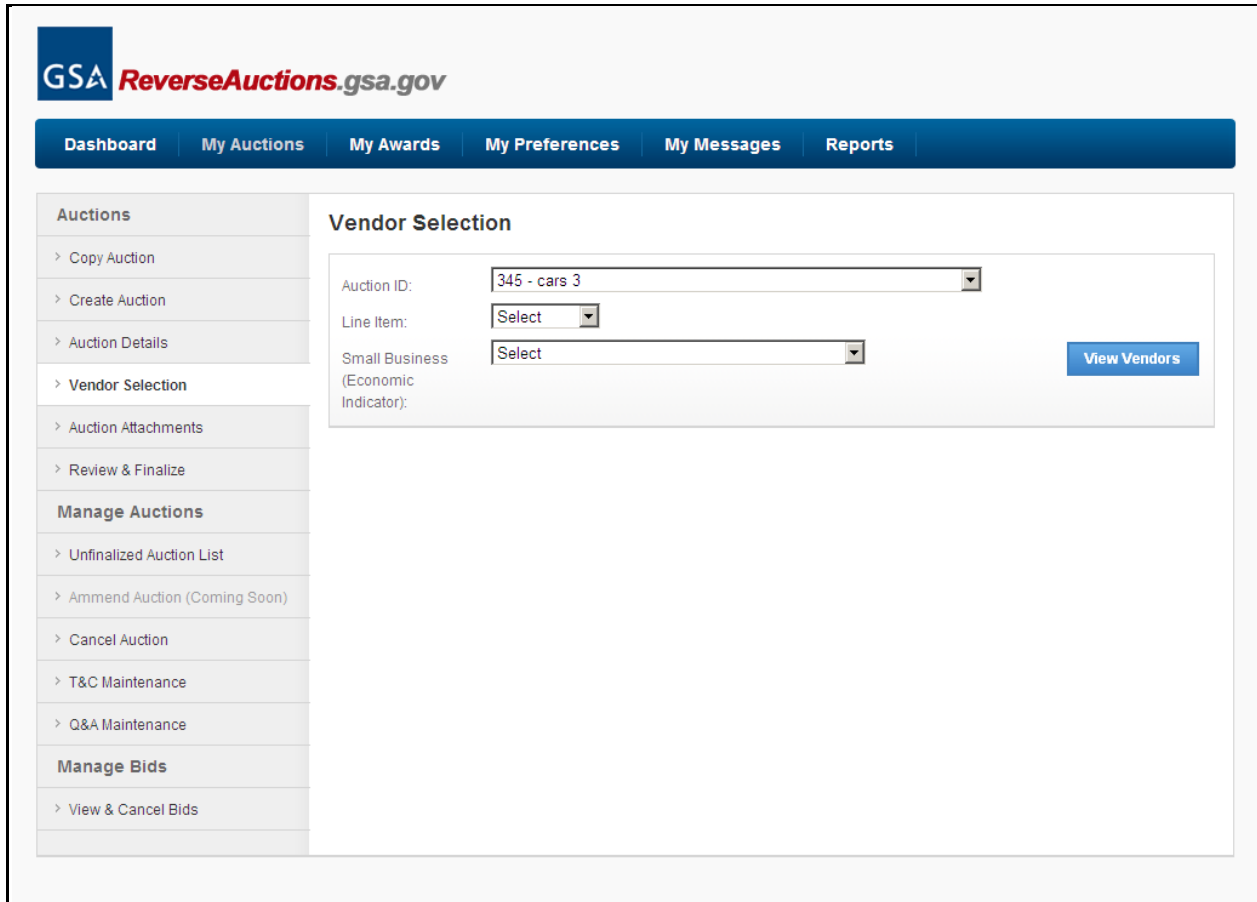
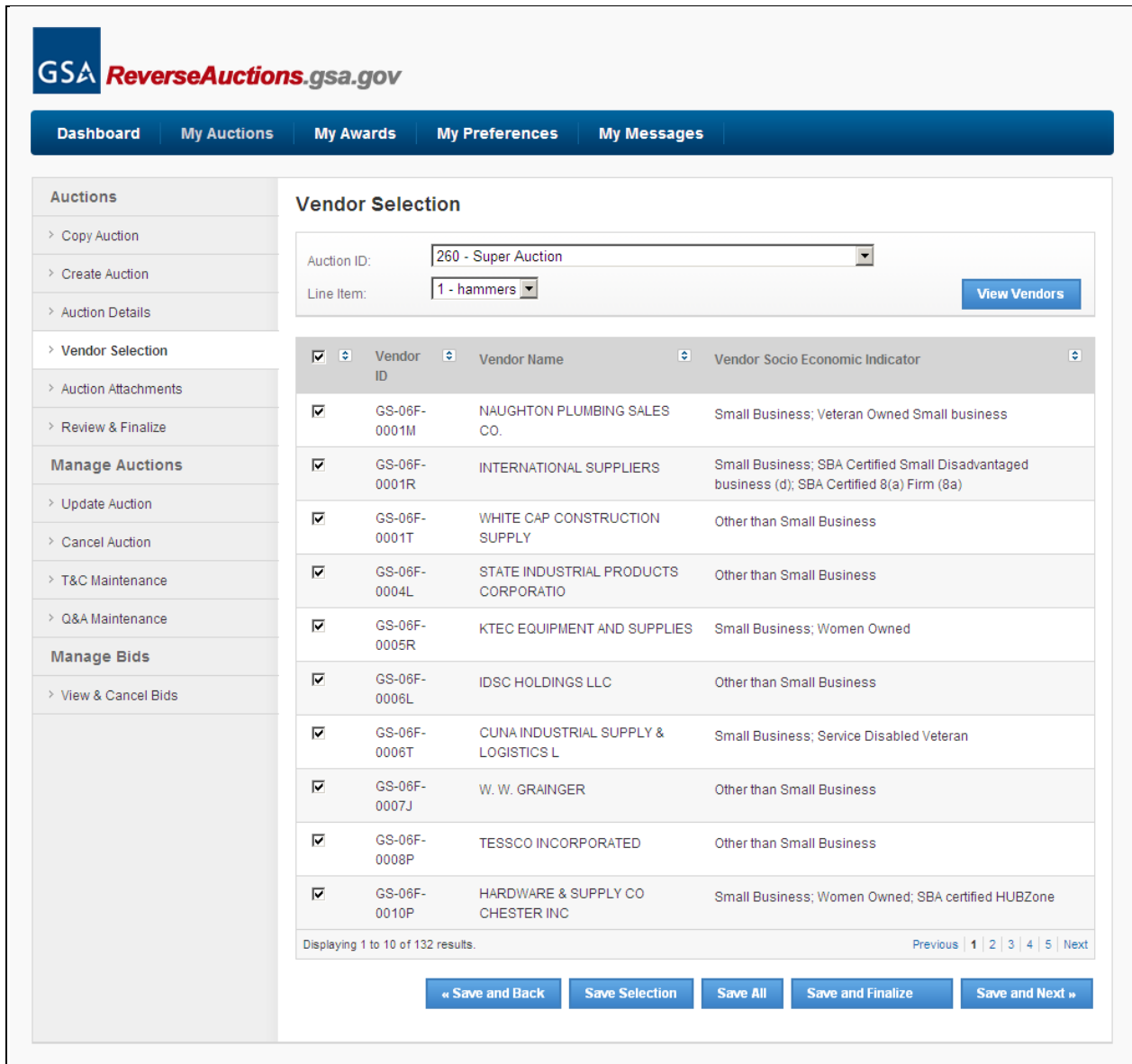


Figure 5-4. Vendor Selection

8. Select the Line Item for which you want to view vendors, from the **Line Item** drop-down list (select an entry for the Small Business drop-down if it is displayed) and then click the **View Vendors** button.

The **Vendor Selection** screen will display a list of vendors approved for that Line Item, as shown in Figure 5-5.



GSA ReverseAuctions.gsa.gov

[Dashboard](#)
[My Auctions](#)
[My Awards](#)
[My Preferences](#)
[My Messages](#)

Auctions

- > Copy Auction
- > Create Auction
- > Auction Details
- > **Vendor Selection**
- > Auction Attachments
- > Review & Finalize

Manage Auctions

- > Update Auction
- > Cancel Auction
- > T&C Maintenance
- > Q&A Maintenance

Manage Bids

- > View & Cancel Bids

Vendor Selection

Auction ID: 260 - Super Auction
Line Item: 1 - hammers [View Vendors](#)

<input checked="" type="checkbox"/>	Vendor ID	Vendor Name	Vendor Socio Economic Indicator
<input checked="" type="checkbox"/>	GS-06F-0001M	NAUGHTON PLUMBING SALES CO.	Small Business; Veteran Owned Small business
<input checked="" type="checkbox"/>	GS-06F-0001R	INTERNATIONAL SUPPLIERS	Small Business; SBA Certified Small Disadvantaged business (d); SBA Certified 8(a) Firm (8a)
<input checked="" type="checkbox"/>	GS-06F-0001T	WHITE CAP CONSTRUCTION SUPPLY	Other than Small Business
<input checked="" type="checkbox"/>	GS-06F-0004L	STATE INDUSTRIAL PRODUCTS CORPORATIO	Other than Small Business
<input checked="" type="checkbox"/>	GS-06F-0005R	KTEC EQUIPMENT AND SUPPLIES	Small Business; Women Owned
<input checked="" type="checkbox"/>	GS-06F-0006L	IDSC HOLDINGS LLC	Other than Small Business
<input checked="" type="checkbox"/>	GS-06F-0006T	CUNA INDUSTRIAL SUPPLY & LOGISTICS L	Small Business; Service Disabled Veteran
<input checked="" type="checkbox"/>	GS-06F-0007J	W. W. GRAINGER	Other than Small Business
<input checked="" type="checkbox"/>	GS-06F-0008P	TESSCO INCORPORATED	Other than Small Business
<input checked="" type="checkbox"/>	GS-06F-0010P	HARDWARE & SUPPLY CO CHESTER INC	Small Business; Women Owned; SBA certified HUBZone

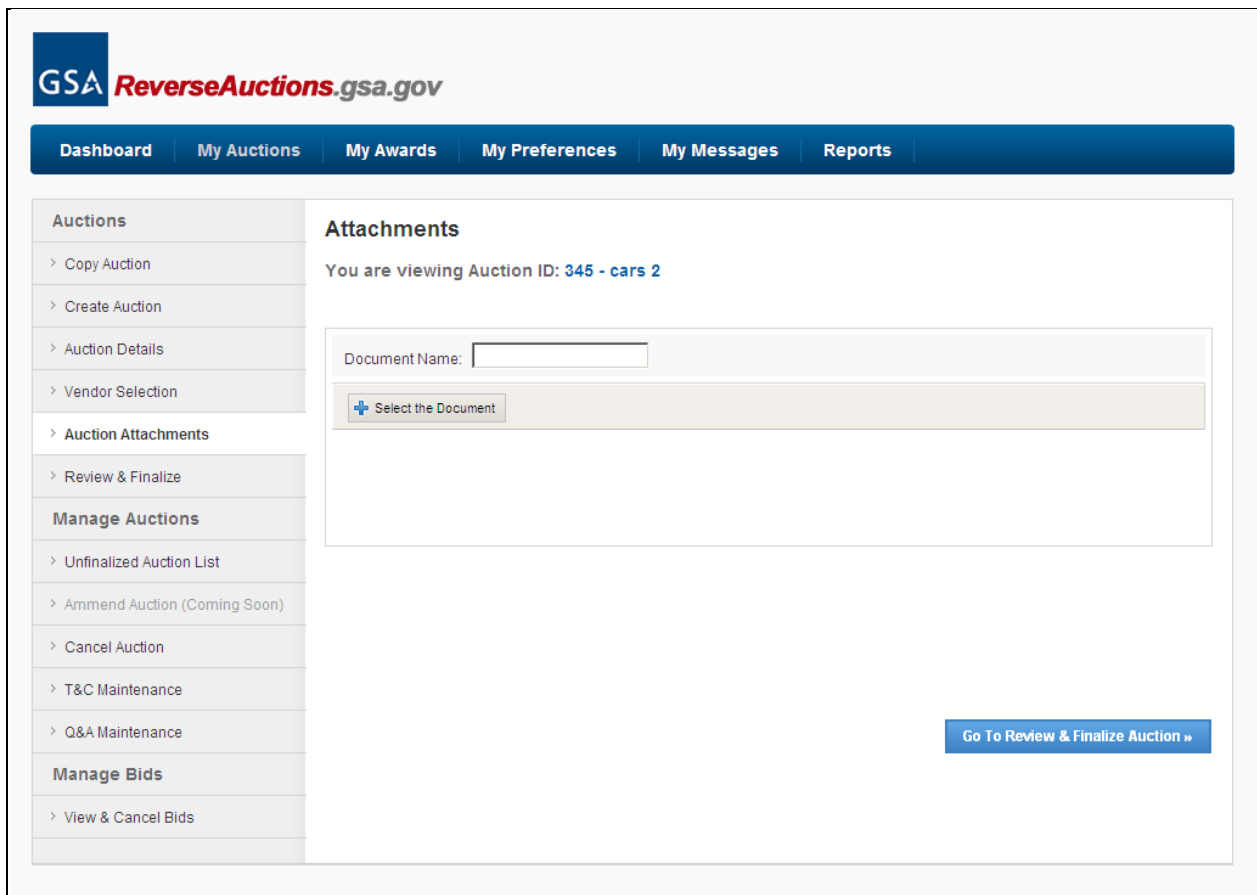
Displaying 1 to 10 of 132 results.
[Previous](#)
[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[Next](#)

[« Save and Back](#)
[Save Selection](#)
[Save All](#)
[Save and Finalize](#)
[Save and Next »](#)

Figure 5-5. Select Vendor

The Vendor Selection screen displays a list of all of the vendors that are allowed to bid in the Auction. The vendor names that appear on the screen depend on the “**SIN & Sub Cat**” selected when you created the Auction. The list of vendors cannot be modified. The only change that can be made – if the Auction Type is ‘MAS’ – is to specify which vendors will be sent an auction invitation email notification. By default, emails will automatically be sent to all vendors on the list. If Auction Type is ‘MAS,’ the check-boxes next to Vendor IDs can be unchecked, which prevents those vendors from receiving an auction invitation email. All of the vendors on the list, however, will still be allowed to bid in the auction.

9. Select/ deselect Vendor IDs (if the Auction Type is 'MAS') to indicate which vendors will receive emails about the auction, and then click one of the following buttons at the bottom of the screen.
 - **Save and Back:** To save your changes and return to the Auction Details screen.
 - **Save Selection:** To save your changes and return to the Vendor Selection screen.
 - **Save All:** To save all of your changes.
 - **Save and Finalize:** to save your changes and Finalize the Auction without adding attachments.
 - **Save and Next:** to save your changes and add attachments to your auction.
10. If you clicked the **Save and Next** button, the **Attachments** screen, shown in Figure 5-6, will be displayed.



The screenshot shows the GSA ReverseAuctions.gsa.gov interface. At the top is a navigation bar with links: Dashboard, My Auctions, My Awards, My Preferences, My Messages, and Reports. Below this is a sidebar menu with categories: Auctions (Copy Auction, Create Auction, Auction Details, Vendor Selection), Auction Attachments, Review & Finalize, Manage Auctions (Unfinalized Auction List, Amend Auction (Coming Soon), Cancel Auction, T&C Maintenance, Q&A Maintenance), and Manage Bids (View & Cancel Bids). The main content area is titled 'Attachments' and shows 'You are viewing Auction ID: 345 - cars 2'. It contains a 'Document Name' input field, a '+ Select the Document' button, and a 'Go To Review & Finalize Auction »' button at the bottom right.

Figure 5-6. Attachments

11. Click the **Select the Document** button to select a file to be uploaded.
The Select File to Upload dialog box, shown in Figure 5-7, will be displayed.

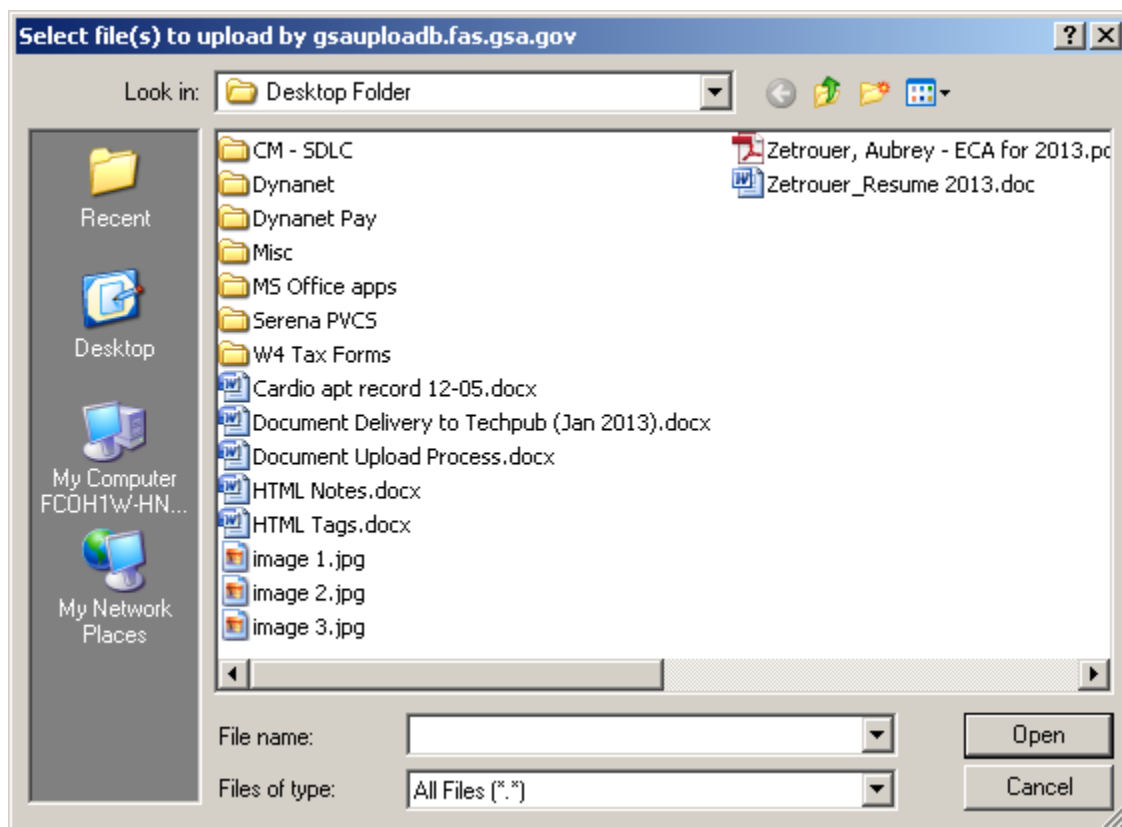


Figure 5-7. Select File to Upload

12. Browse to the file to be uploaded and click the **Open** button. Note: attached files can be up to 5MB in size.

The Upload Attachment screen will display the file name of the file to be uploaded and the Upload the Document button will be displayed, as shown in Figure 5-8.

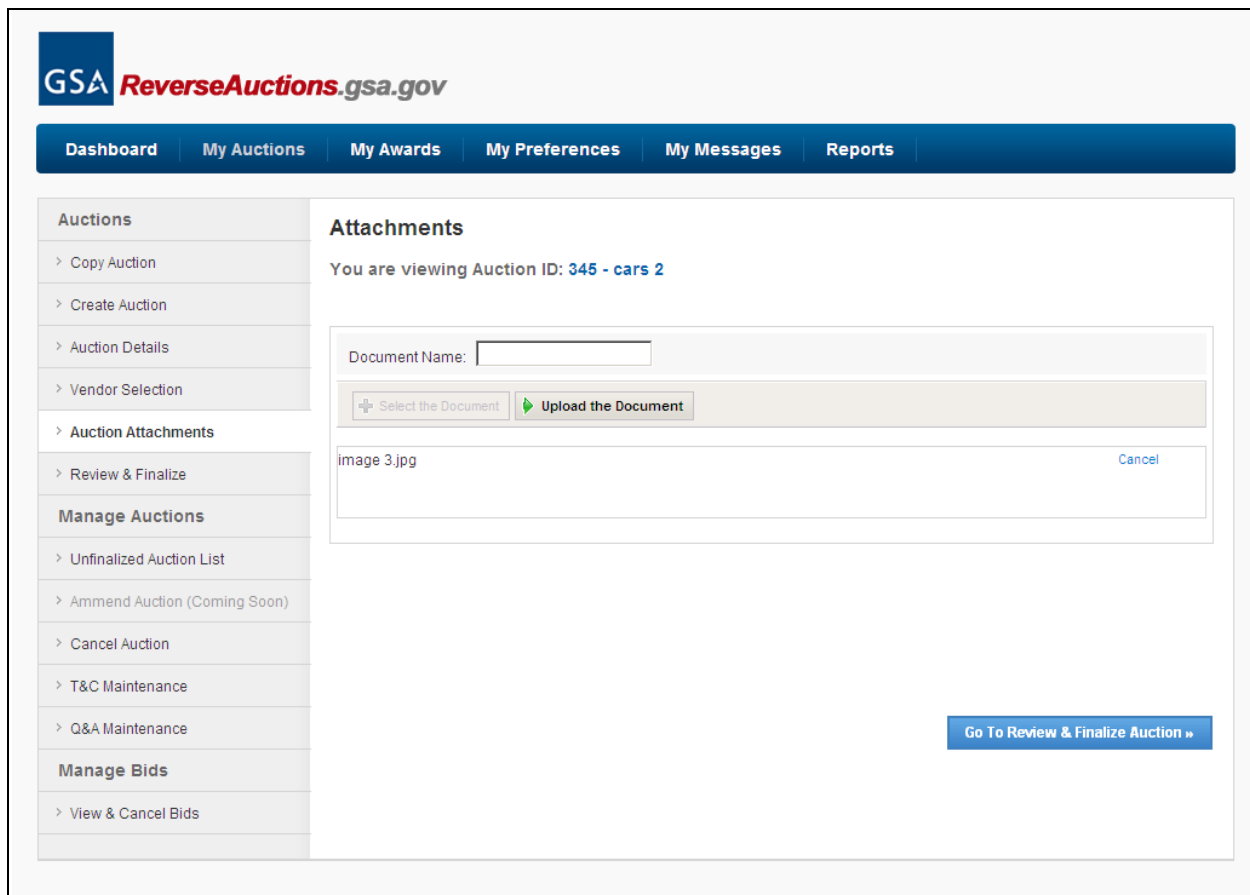
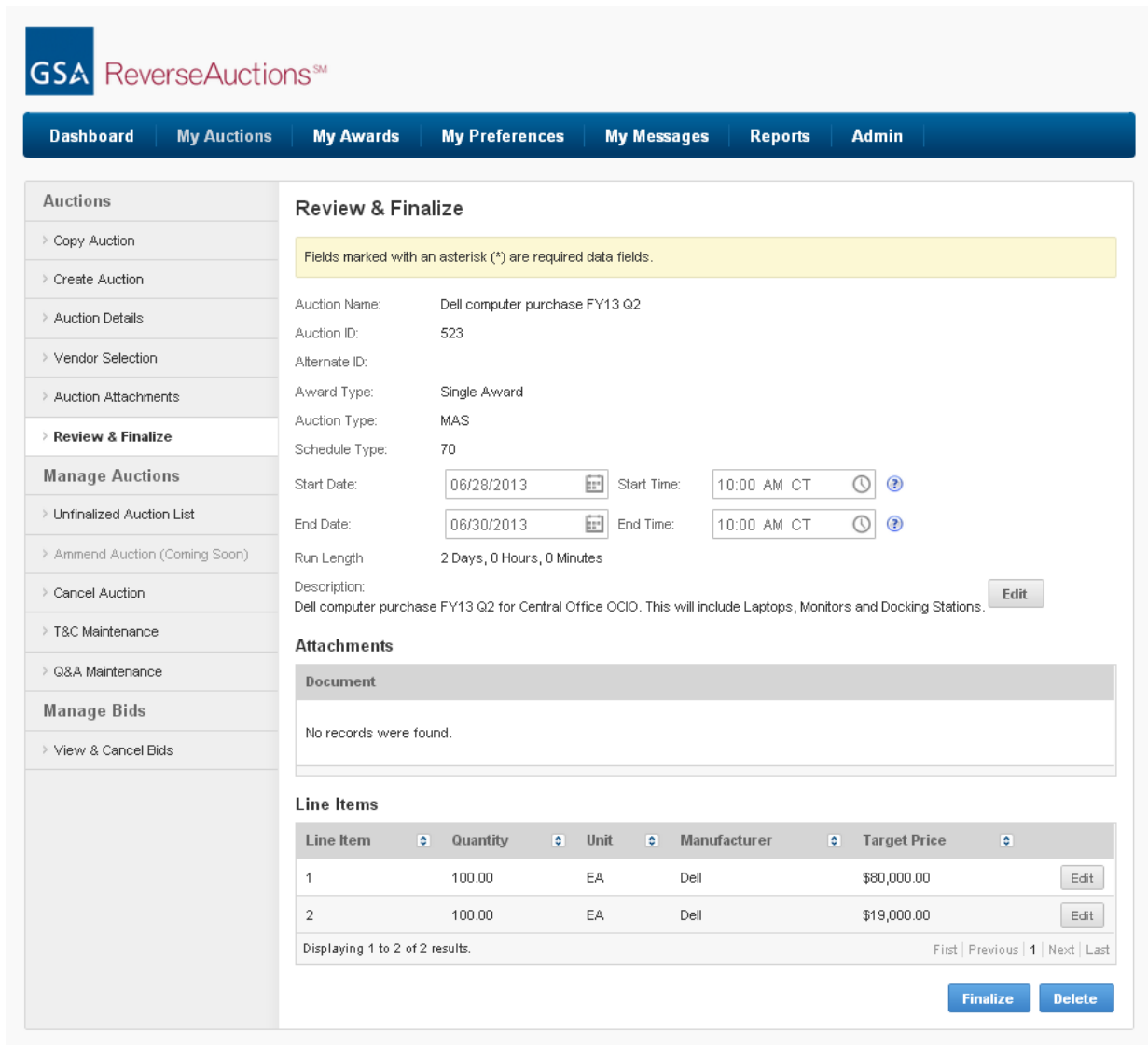


Figure 5-8. Attachment Selected

13. Click the **Upload the Document** button to complete the upload.
 14. Click the **Go to Review & Finalize Auction** button to finalize your Auction.
- The Review & Finalize screen, shown in Figure 5-9, will be displayed.



Auctions

- > Copy Auction
- > Create Auction
- > Auction Details
- > Vendor Selection
- > Auction Attachments
- > **Review & Finalize**

Manage Auctions

- > Unfinalized Auction List
- > Amend Auction (Coming Soon)
- > Cancel Auction
- > T&C Maintenance
- > Q&A Maintenance

Manage Bids

- > View & Cancel Bids

Review & Finalize

Fields marked with an asterisk (*) are required data fields.

Auction Name: Dell computer purchase FY13 Q2
 Auction ID: 523
 Alternate ID:
 Award Type: Single Award
 Auction Type: MAS
 Schedule Type: 70
 Start Date: 06/28/2013 Start Time: 10:00 AM CT
 End Date: 06/30/2013 End Time: 10:00 AM CT
 Run Length: 2 Days, 0 Hours, 0 Minutes
 Description: Dell computer purchase FY13 Q2 for Central Office OCIO. This will include Laptops, Monitors and Docking Stations. [Edit](#)

Attachments

Document

No records were found.

Line Items

Line Item	Quantity	Unit	Manufacturer	Target Price	
1	100.00	EA	Dell	\$80,000.00	Edit
2	100.00	EA	Dell	\$19,000.00	Edit

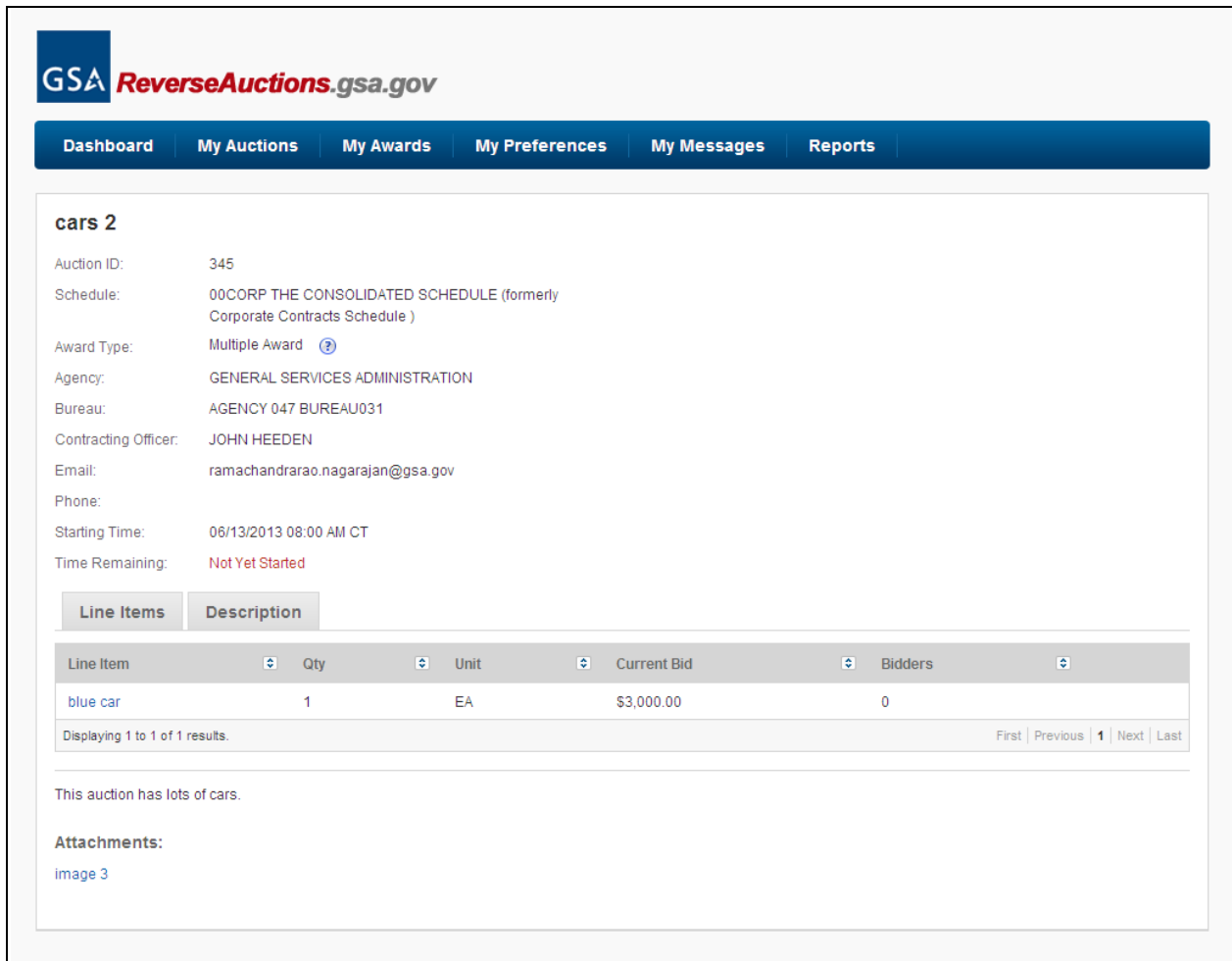
Displaying 1 to 2 of 2 results. [First](#) [Previous](#) [1](#) [Next](#) [Last](#)

[Finalize](#) [Delete](#)

Figure 5-9. Review & Finalize

15. Click the **Finalize** button.

The Auction will be Finalized, as shown in Figure 5-10.



The screenshot shows the GSA ReverseAuctions.gsa.gov website. At the top is a navigation bar with links: Dashboard, My Auctions, My Awards, My Preferences, My Messages, and Reports. Below this is a section titled 'cars 2' with the following details:

- Auction ID: 345
- Schedule: 00CORP THE CONSOLIDATED SCHEDULE (formerly Corporate Contracts Schedule)
- Award Type: Multiple Award ?
- Agency: GENERAL SERVICES ADMINISTRATION
- Bureau: AGENCY 047 BUREAU031
- Contracting Officer: JOHN HEEDEN
- Email: ramachandrarao.nagarajan@gsa.gov
- Phone:
- Starting Time: 06/13/2013 08:00 AM CT
- Time Remaining: Not Yet Started

Below the details is a table with two tabs: 'Line Items' and 'Description'. The 'Line Items' tab is active, showing a table with the following data:

Line Item	Qty	Unit	Current Bid	Bidders
blue car	1	EA	\$3,000.00	0

Below the table, it says 'Displaying 1 to 1 of 1 results.' with pagination links: First, Previous, 1, Next, Last. Below this, it says 'This auction has lots of cars.' and 'Attachments: image 3'.

Figure 5-10. Auction Finalized

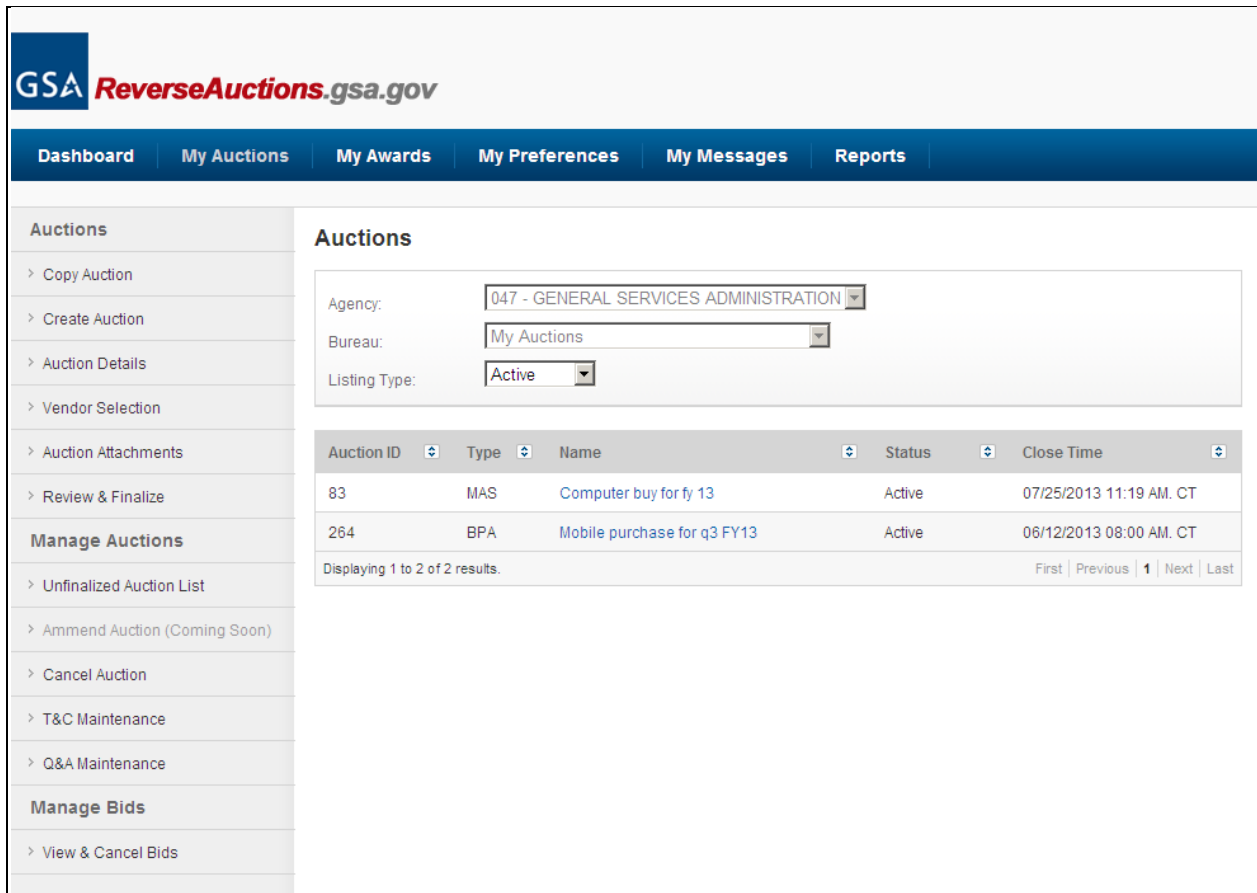
5.2 Copying an Auction

This section describes how to create a new Auction by copying an existing Auction.

To create a new Auction:

1. Log into Reverse Auctions as a Buyer, and click **My Auctions** on the menu bar at the top of the screen.

The **Auctions** screen, shown in Figure 5-11, will display a list of Active Auctions.



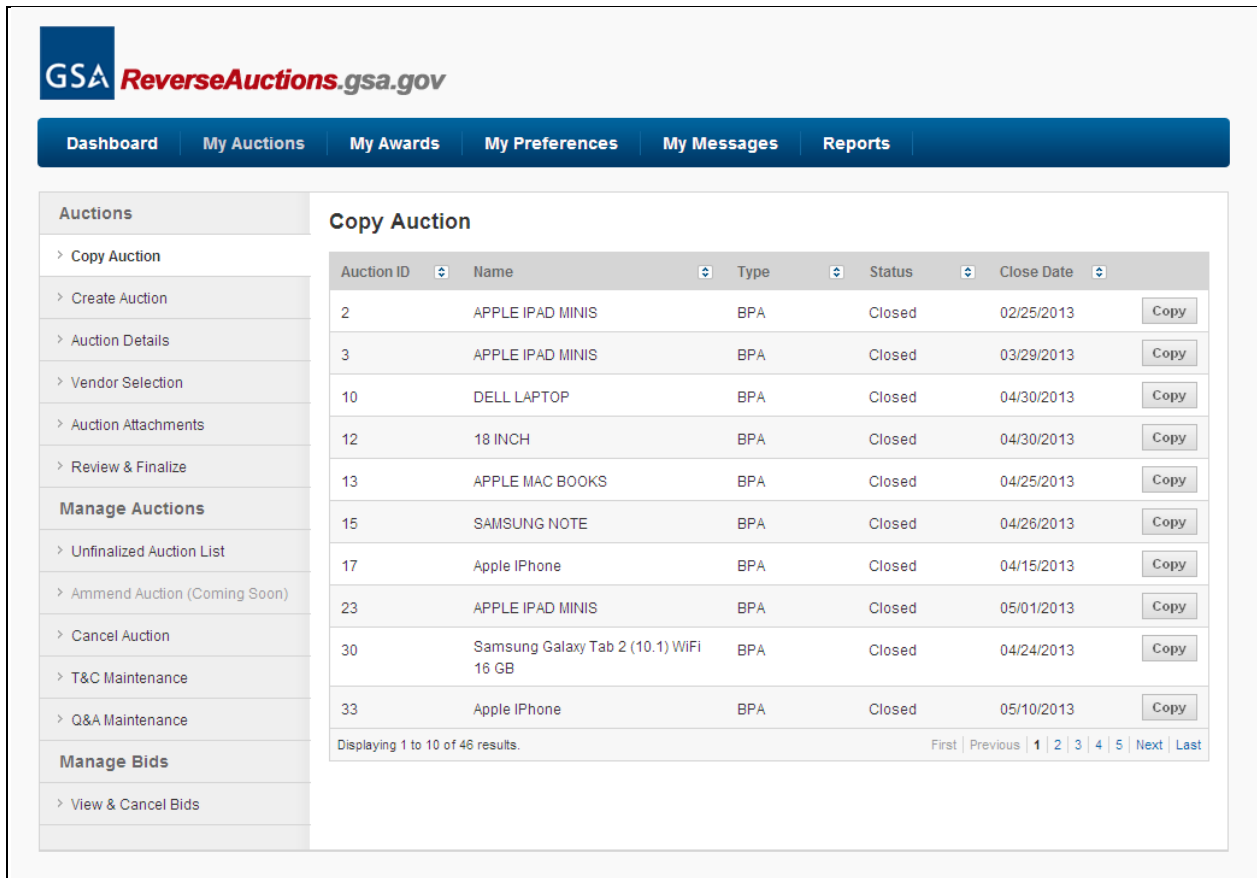
Auction ID	Type	Name	Status	Close Time
83	MAS	Computer buy for fy 13	Active	07/25/2013 11:19 AM. CT
264	BPA	Mobile purchase for q3 FY13	Active	06/12/2013 08:00 AM. CT

Displaying 1 to 2 of 2 results. First | Previous | 1 | Next | Last

Figure 5-11. Auctions

- Click the **Copy Auction** link on the left of the Auctions screen, shown in Figure 5-1.

The **Copy Auction** screen, shown in Figure 5-12, will be displayed.



Auctions

- > Copy Auction
- > Create Auction
- > Auction Details
- > Vendor Selection
- > Auction Attachments
- > Review & Finalize

Manage Auctions

- > Unfinalized Auction List
- > Amend Auction (Coming Soon)
- > Cancel Auction
- > T&C Maintenance
- > Q&A Maintenance

Manage Bids

- > View & Cancel Bids

Copy Auction

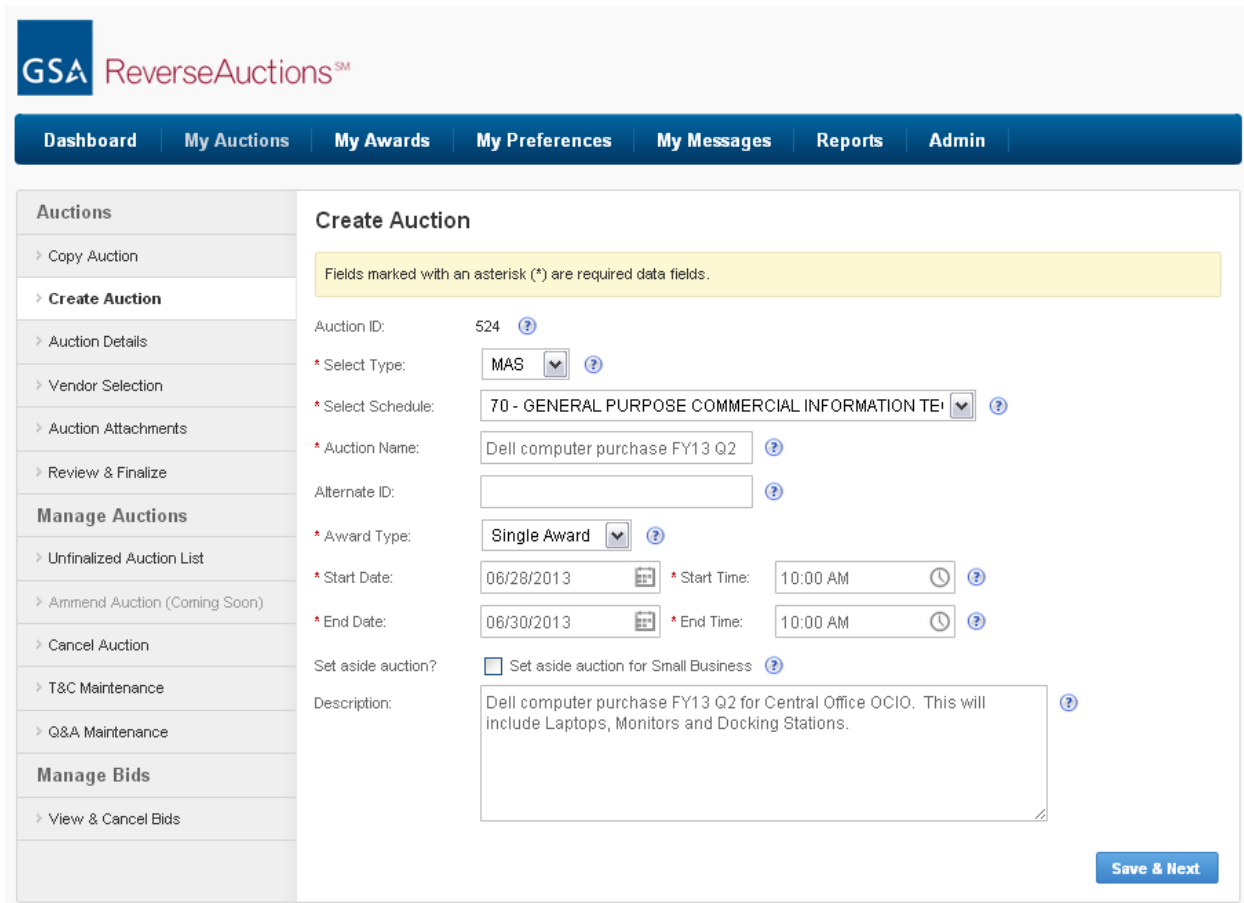
Auction ID	Name	Type	Status	Close Date	Copy
2	APPLE IPAD MINIS	BPA	Closed	02/25/2013	Copy
3	APPLE IPAD MINIS	BPA	Closed	03/29/2013	Copy
10	DELL LAPTOP	BPA	Closed	04/30/2013	Copy
12	18 INCH	BPA	Closed	04/30/2013	Copy
13	APPLE MAC BOOKS	BPA	Closed	04/25/2013	Copy
15	SAMSUNG NOTE	BPA	Closed	04/26/2013	Copy
17	Apple iPhone	BPA	Closed	04/15/2013	Copy
23	APPLE IPAD MINIS	BPA	Closed	05/01/2013	Copy
30	Samsung Galaxy Tab 2 (10.1) WIFI 16 GB	BPA	Closed	04/24/2013	Copy
33	Apple iPhone	BPA	Closed	05/10/2013	Copy

Displaying 1 to 10 of 46 results. First Previous 1 2 3 4 5 Next Last

Figure 5-12. Copy Auction

- Click the **Copy** button next to the Auction to be copied.

The Auction will be copied and the user will be taken to the **Create Auction** screen with the copied auction details filled out as shown in **Error! Reference source not found.** (In this example, the Auction with the ID of '524' was copied, and the Auction ID of the new auction is '523.') Once copied the user can update all of the auction details for the copied auction.



GSA ReverseAuctions

Dashboard | My Auctions | My Awards | My Preferences | My Messages | Reports | Admin

Auctions

- > Copy Auction
- > **Create Auction**
- > Auction Details
- > Vendor Selection
- > Auction Attachments
- > Review & Finalize

Manage Auctions

- > Unfinalized Auction List
- > Amend Auction (Coming Soon)
- > Cancel Auction
- > T&C Maintenance
- > Q&A Maintenance

Manage Bids

- > View & Cancel Bids

Create Auction

Fields marked with an asterisk (*) are required data fields.

Auction ID: 524

* Select Type: MAS

* Select Schedule: 70 - GENERAL PURPOSE COMMERCIAL INFORMATION TE

* Auction Name: Dell computer purchase FY13 Q2

Alternate ID:

* Award Type: Single Award

* Start Date: 06/28/2013 * Start Time: 10:00 AM

* End Date: 06/30/2013 * End Time: 10:00 AM

Set aside auction? ☐ Set aside auction for Small Business

Description: Dell computer purchase FY13 Q2 for Central Office OCIO. This will include Laptops, Monitors and Docking Stations.

Save & Next

Figure 5-13 Create Auction

- Click the **Save & Next** button on the right of the screen.

The Auction Details screen for the new auction will be displayed, as shown in Figure 5-13. The Line Items from the copied Auction will be listed and a blank Line Item template will be displayed.

Auction s

> Copy Auction

> Create Auction

> Auction Details

> Vendor Selection

> Auction Attachments

> Review & Finalize

Manage Auction s

> Uninitialized Auction List

> Amend Auction (Coming Soon)

> Cancel Auction

> T&C Maintenance

> Q&A Maintenance

Manage Bids

> View & Cancel Bids

Auction Details

Fields marked with an asterisk (*) are required data fields.

Auction ID: 526

Auction Type: MAS

MAS: 70 GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES

Auction Name: Dell computer purchase FY13 Q2

Alternate Auction ID:

Auction Start Date/Time: 09/28/2013 10:00 AM CT

Auction End Date/Time: 09/30/2013 10:00 AM CT

Item ID	Item SIN/Subcat	Item name	Part Number	Manufacturer	
1	132 8 000102000	DELL Inspiron 9930-3048SK No Screen Desktop PC Intel Core i3 3220(3.30GHz)	993-3048SK	Dell	<div>Update Item</div> <div>Delete It</div>
2	132 8 000102000	Dell UltraSharp U2312H Black 23" 8ms Widescreen LCD IPS Panel Monitor with	U2312H	Dell	<div>Update Item</div> <div>Delete It</div>

Displaying 1 to 2 of 2 results.

First | Previous | 1 | Next | Last

Add new line item:

* SIN and Sub-Category:

Select SIN/Sub-Category Combination

* Product/Service Name:

Brand Name / Brand Name or Equal:

None

Brand Name

Brand Name or Equal

Part Number:

Manufacturer:

Product Description:

* Qty:

* Unit of Measurement:

Select

* Delivery Method:

Select

* Starting Bid:

* Target Price:

* Bid Document:

UNSPSC Code:

UNSPSC Search

* FSC:

FSC Search

Funding code:

Vendor Question & Answer End Date: End Time:

* Shipping Address:

Select

Or add a new shipping address:

* Address Name:

* Address Line 1:

Address Line 2:

* Shipping City:

* Shipping State:

SELECT

* Shipping Zip:

* Recpt. Name:

* Recpt. Phone:

* Recpt. Email:

< Prev

Add Line Item & Shipping Address

Save Line Item

Add Line and Next

Next >

Figure 5-13. Auction Details for copied Auction

5. Add Line Items to your Auction as follow:

- Select the **SIN and Sub-Category**. (Special Item Numbers (SIN) and Sub-categories are used to determine which vendors will be allowed to bid on a Line Item. Only vendors with a valid contract for that SIN will be allowed to bid.)
- Enter the **Product/Service Name**. (This is a free-text product service name and description.)
- Indicate whether or not the item is a **Brand Name / Brand Name or Equal** product by checking the appropriate radio button.
- Enter the Manufacturer's **Part Number**.
- Enter the name of the **Manufacturer**.
- Enter the **Product Description**.
- Enter the **Quantity** requested.
- Select a **Unit of Measurement** from the drop-down.
- Select the **Delivery Method** and indicate the parameters for the delivery in the field that is displayed: (The field displayed will depend on the Delivery Method selected.)
 - **Days after Receipt of Order**. If this option is selected, the Buyer should enter the number of calendar days that the vendor has to deliver the item after the order is received.
 - **Date of Award to Date of Completion**. If this option is selected, the Buyer should select the date that the purchase was formally awarded.
 - **Period of Performance**. If this option is selected, the Buyer should specify the allowable timeframe for delivery by selecting a start and an end date.
- Enter the **Starting Bid**. The starting bid is the value at which bidding opens. It is recommended that this be your Independent Government Estimate (IGE).
- Enter the **Target Price**. The Target Price is an ideal desired result identified by the Buyer when creating the auction. The target price should be lower than the starting price. The target price is not visible by the vendor community. Proxy bids submitted by the vendors are not disclosed to the buyer. Should a proxy bid be submitted at or below the target price, the target price becomes the current bid price for the vendor regardless of competition.
- Enter the **Bid Decrement**. This is the minimum amount the next bid must be decreased below the current winning bid.
- Enter the **UNSPSC code**. The United Nations Standard Products and Service Code (UNSPC), which is only used for reporting purposes, is composed of five, two-digit identifiers and categorize the item into a five-level hierarchy.

- Enter the **FSC** code. The Federal Supply Classification (FSC) code, which is only used for reporting purposes, is a four-digit code that identifies the item or service being procured.
 - Enter a **Funding Code** if required. This may be a MIPR, DoDAAC, AAC or Funding Document Number. This data will be populated on the Level Data Report.
 - Select the **Vendor Question & Answer End Date** and End Time. This is the last day and time that vendors can submit questions to the Contracting Officer before the Auction closes.
 - Select the **Shipping Address** from the drop-down list, or add a new shipping address by entering address information under “**Add a new shipping address**”
6. To keep one of the Line Items from the copied Auction, click the **Update Item** button to the right of the Item number.

The Line Item Details from the copied auction will be displayed on the Auction Details screen, as shown Figure 5-14.

Auctions

Copy Auction

Create Auction

Auction Details

Vendor Selection

Auction Attachments

Review & Finalize

Manage Auctions

Unfinalized Auction List

Amend Auction (Coming Soon)

Cancel Auction

T&C Maintenance

C&A Maintenance

Manage Bids

View & Cancel Bids

Auction Details

Fields marked with an asterisk (*) are required data fields.

Auction ID: 528

Auction Type: MAS

MAS: TO GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES.

Auction Name: Dell computer purchase FY13 Q2

Alternate Auction ID:

Auction Start Date/Time: 09/28/2013 10:00 AM CT

Auction End Date/Time: 09/30/2013 10:00 AM CT

Item ID	Item SIN/Subcat	Item name	Part Number	Manufacturer	
1	132 8 0001020300	DELL Inspiron 1660-30438K No Screen Desktop PC Intel Core i3 3220(3.30GHz)	899-30438K	Dell	<div>Update Item</div> <div>Delete Item</div>
2	132 8 0001020300	Dell UltraSharp U2312HM Black 23" 8ms Widescreen LCD IPS Panel Monitor with	U2312HM	Dell	<div>Update Item</div> <div>Delete Item</div>

←

1 2

→

Displaying 1 to 2 of 2 results.

First

Previous

Next

Last

Showing line item 001

132 8 - Purchase of Equipment - SUBJECT TO COOPERATIVE PURCHASE

Category:

Product/Service Name: DELL Inspiron 1660-30438K No S

Brand Name / Brand Name or Equal:

None

Brand Name

Brand Name or Equal

Part Number: 1660-30438K

Manufacturer: Dell

Product Description: DELL Inspiron 1660-30438K No S

Qty: 100

Unit of Measurement: Each

Delivery Method: Days after Receipt of Order (ARO) (Products)

Days after Receipt of Order: 20

Starting Bid: 100000

Target Price: 80000

Bid Increment: 500

UNSPSC Code: UNSPSC Search

FSC: 7021 FSC Search

Funding code:

Vendor Question & Answer End Date: End Time:

Shipping Address: CP3 New Addr

Or add a new shipping address:

Address Name: CP3 New Addr

Address Line 1: 2100 crystal drive

Address Line 2: suite 2100

Shipping City: Arlington

Shipping State: Virginia

Shipping Zip: 22202

Rept. Name: Benjamin Murphy

Rept. Phone: 703-123-1234

Rept. Email: benjamin.murphy@gsa.gov

Save

Update Line Item & Shipping Address

Update Line Item

Update Line and Next

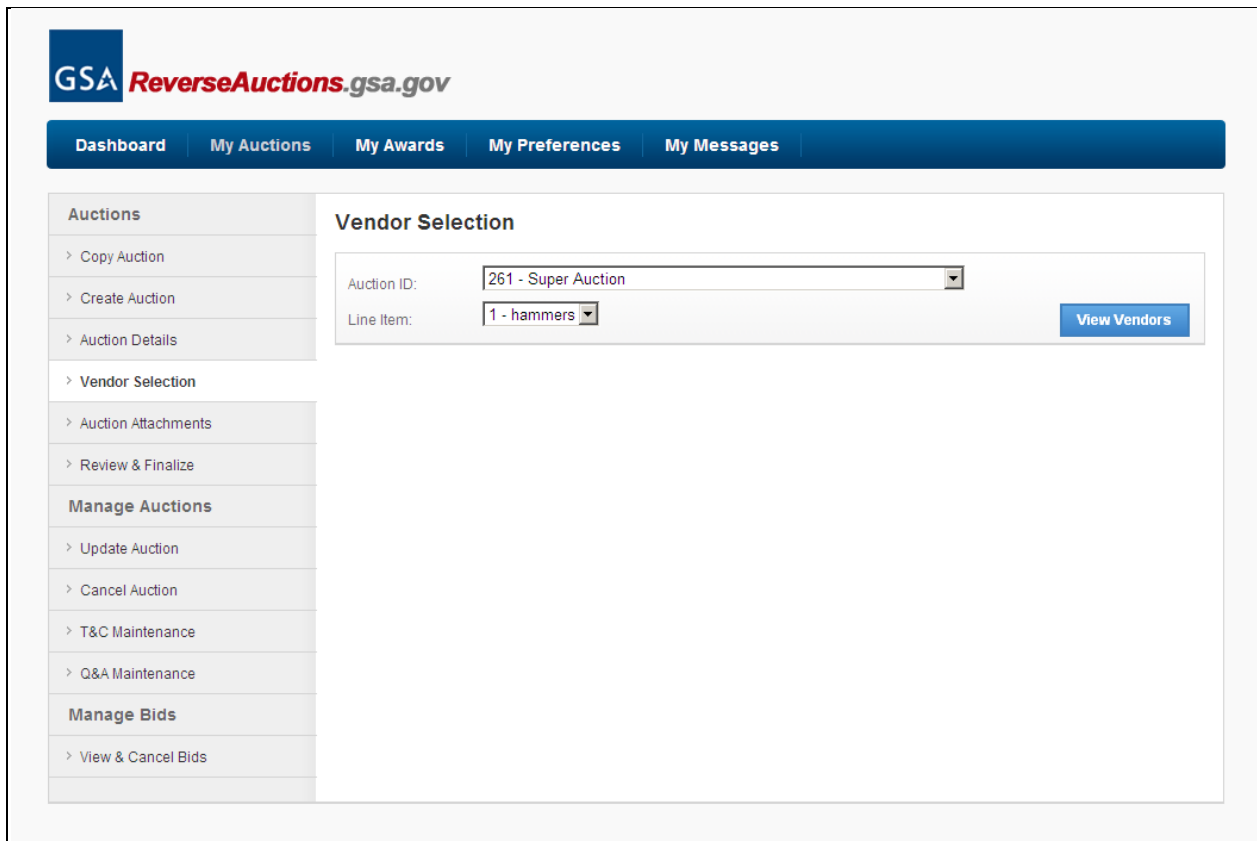
Next >

Figure 5-14. Line Item from copied auction

7. Modify the Line Item as necessary and then click one of the buttons at the bottom of the screen, as follows:

- Click **Update Line Item & Shipping Address** if you entered a new shipping address for your Line Item. Clicking this button will save your Line Item and Shipping Address and display a new Line Item template.
- Click **Update Line Item** if you selected a shipping address in the Shipping Address drop-down list. Clicking this button will save your Line Item and display a new Line Item template.
- Click **Update Line Item and Select Vendors** to add your Line Item and move to the Select Vendors screen. Clicking this button will save your Line Item and then display the Select Vendors screen.
- Click the **Next** button if you are through adding your Line Items and want to go the Vendor screen.

The **Vendor Selection** screen, shown in Figure 5-15, will be displayed.

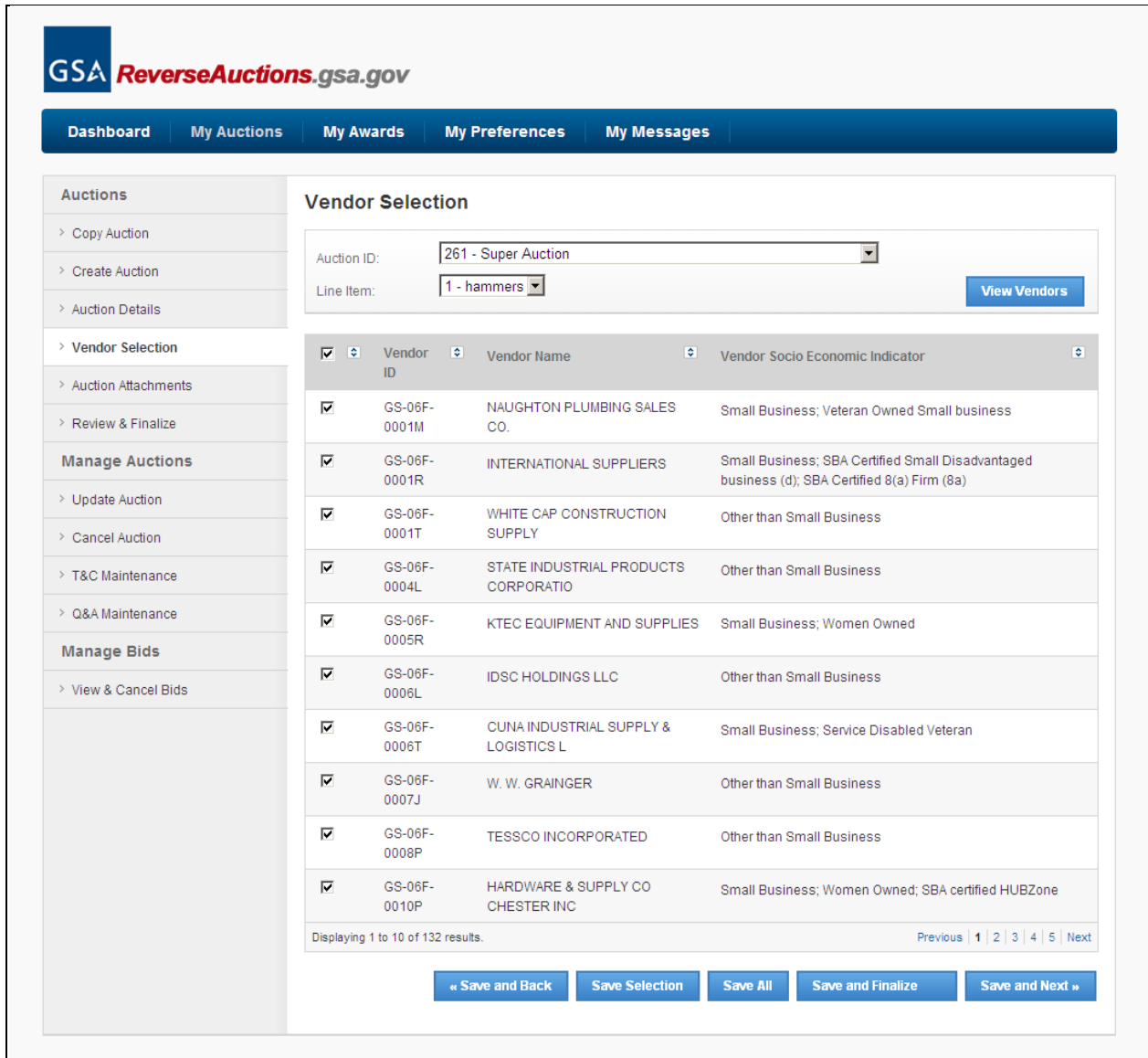


The screenshot displays the GSA ReverseAuctions.gsa.gov interface. At the top, there's a navigation bar with links: Dashboard, My Auctions, My Awards, My Preferences, and My Messages. Below this, a sidebar menu lists various actions: Auctions (Copy Auction, Create Auction, Auction Details), Vendor Selection (highlighted), Auction Attachments, Review & Finalize, Manage Auctions (Update Auction, Cancel Auction, T&C Maintenance, Q&A Maintenance), and Manage Bids (View & Cancel Bids). The main content area, titled 'Vendor Selection', features two dropdown menus. The 'Auction ID' dropdown is set to '261 - Super Auction'. The 'Line Item' dropdown is set to '1 - hammers'. To the right of these dropdowns is a blue button labeled 'View Vendors'.

Figure 5-15. Vendor Selection – select Line Item

8. Select a Line Item from the **Line Item** drop-down list and click the **View Vendors** button to view the list of vendors approved for that Line Item.

The **Vendor Selection** screen, shown in Figure 5-16, will display a list of vendors approved for that Line Item.



GSA ReverseAuctions.gsa.gov

Dashboard | My Auctions | My Awards | My Preferences | My Messages

Vendor Selection

Auction ID: 261 - Super Auction
Line Item: 1 - hammers [View Vendors](#)

<input checked="" type="checkbox"/>	Vendor ID	Vendor Name	Vendor Socio Economic Indicator
<input checked="" type="checkbox"/>	GS-06F-0001M	NAUGHTON PLUMBING SALES CO.	Small Business; Veteran Owned Small business
<input checked="" type="checkbox"/>	GS-06F-0001R	INTERNATIONAL SUPPLIERS	Small Business; SBA Certified Small Disadvantaged business (d); SBA Certified 8(a) Firm (8a)
<input checked="" type="checkbox"/>	GS-06F-0001T	WHITE CAP CONSTRUCTION SUPPLY	Other than Small Business
<input checked="" type="checkbox"/>	GS-06F-0004L	STATE INDUSTRIAL PRODUCTS CORPORATIO	Other than Small Business
<input checked="" type="checkbox"/>	GS-06F-0005R	KTEC EQUIPMENT AND SUPPLIES	Small Business; Women Owned
<input checked="" type="checkbox"/>	GS-06F-0006L	IDSC HOLDINGS LLC	Other than Small Business
<input checked="" type="checkbox"/>	GS-06F-0006T	CUNA INDUSTRIAL SUPPLY & LOGISTICS L	Small Business; Service Disabled Veteran
<input checked="" type="checkbox"/>	GS-06F-0007J	W. W. GRAINGER	Other than Small Business
<input checked="" type="checkbox"/>	GS-06F-0008P	TESSCO INCORPORATED	Other than Small Business
<input checked="" type="checkbox"/>	GS-06F-0010P	HARDWARE & SUPPLY CO CHESTER INC	Small Business; Women Owned; SBA certified HUBZone

Displaying 1 to 10 of 132 results. [Previous](#) | [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [Next](#)

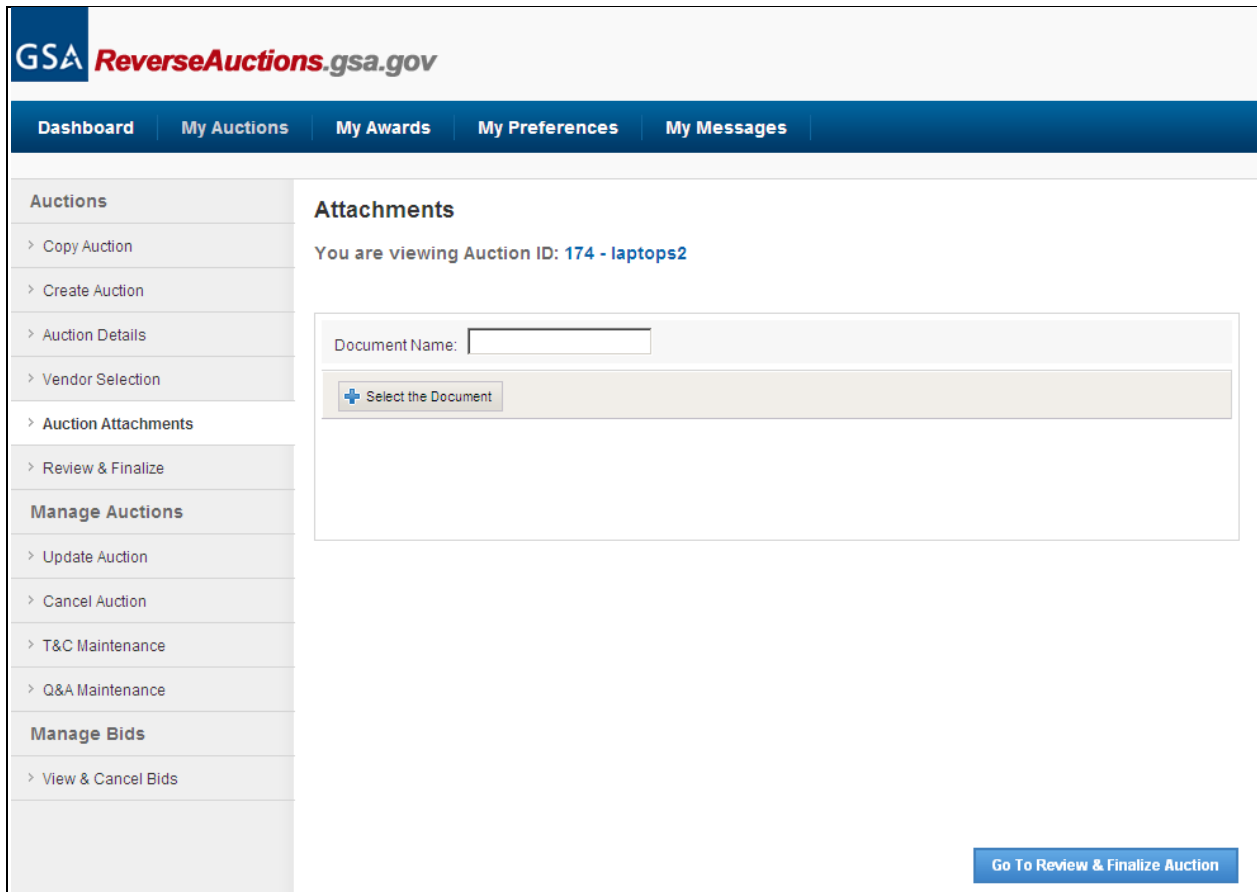
« Save and Back | Save Selection | Save All | Save and Finalize | Save and Next »

Figure 5-16. Vendor Selection

The Vendor Selection screen displays a list of all of the vendors that are allowed to bid in the Auction. The vendor names that appear on the screen depend on the Auction Type (BPA or MAS) selected when you created the Auction cannot be modified. The only change that can be made to the list of vendors – if the Auction Type is ‘MAS’ – is to specify which vendors are to be sent an email about the auction. By default, emails will automatically be sent to all vendors on the list. If Auction Type is ‘MAS,’ however, the check-boxes next to Vendor IDs can be removed, which prevents those vendors from receiving emails about the auction. All of the vendors on the list, however, will still be allowed to bid in the auction.

9. Select/ deselect Vendor IDs (if the Auction Type is 'MAS') that are to receive emails about the auction, and then click one of the following buttons at the bottom of the screen.
 - **Save and Back:** To save your changes and return to the Line Item screen to add a new Line Item.
 - **Save Selection** or **Save All:** To save your changes.
 - **Save and Finalize:** To skip the Attachment screen and Finalize the Auction.
 - **Save and Next:** To save your changes and go to the Attachments screen to add attachments to one or more of the Line Items.
10. If you clicked the **Save and Next** button, the **Attachments** screen, shown in Figure 5-17, will be displayed.

The **Upload Attachment** dialog box will allow you to select a file to be uploaded.

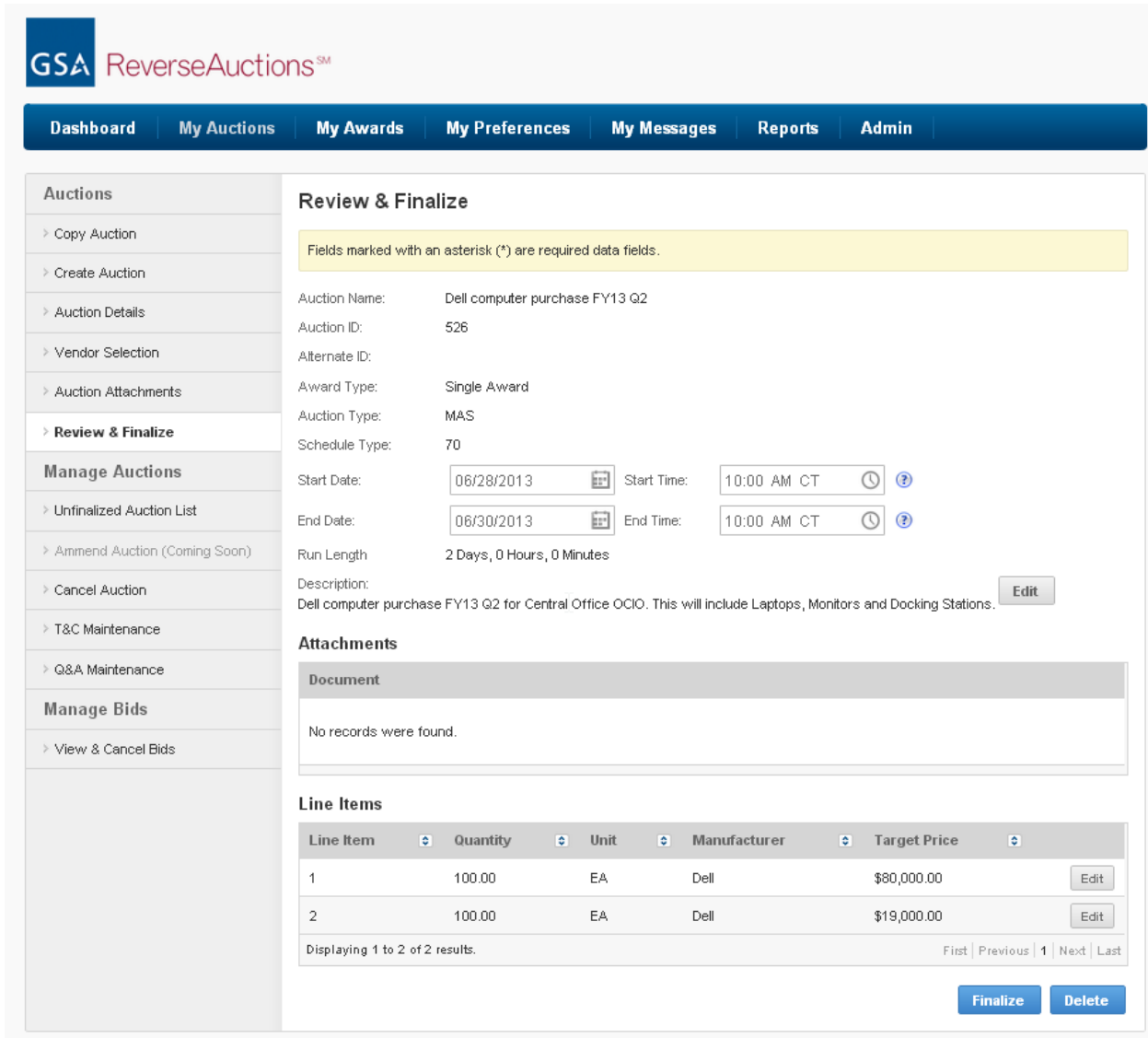


The screenshot displays the GSA ReverseAuctions interface. The top navigation bar includes links for Dashboard, My Auctions, My Awards, My Preferences, and My Messages. The left sidebar lists various actions under categories like Auctions, Manage Auctions, and Manage Bids. The main section, titled 'Attachments', indicates the user is viewing Auction ID 174 - laptops2. It features a 'Document Name' text box and a '+ Select the Document' button. A 'Go To Review & Finalize Auction' button is located at the bottom right of the main content area.

Figure 5-17. Attachments

11. Use the Select the Document button to select a file to be uploaded.
12. Upload your attachment and then click the **Go to Review & Finalize Auction** button.

The **Review & Finalize** screen, shown in Figure 5-18, will be displayed.



Review & Finalize

Fields marked with an asterisk (*) are required data fields.

Auction Name: Dell computer purchase FY13 Q2
Auction ID: 526
Alternate ID:
Award Type: Single Award
Auction Type: MAS
Schedule Type: 70
Start Date: 06/28/2013 Start Time: 10:00 AM CT
End Date: 06/30/2013 End Time: 10:00 AM CT
Run Length: 2 Days, 0 Hours, 0 Minutes
Description: Dell computer purchase FY13 Q2 for Central Office OCIO. This will include Laptops, Monitors and Docking Stations. [Edit](#)

Attachments

Document

No records were found.

Line Items

Line Item	Quantity	Unit	Manufacturer	Target Price	
1	100.00	EA	Dell	\$80,000.00	Edit
2	100.00	EA	Dell	\$19,000.00	Edit

Displaying 1 to 2 of 2 results. [First](#) [Previous](#) [1](#) [Next](#) [Last](#)

[Finalize](#) [Delete](#)

Figure 5-18. Review and Finalize

13. If your Auction needs to be modified before it is Finalized, click one of the **Edit** buttons to go to the Update Auctions screen or to update a Line Item.
14. Click the **Finalize** button to finalize your Auction.

5.3 Auction Details

The Auction Details module allows a Buyer to add a new Line Item and Shipping Address to an auction.

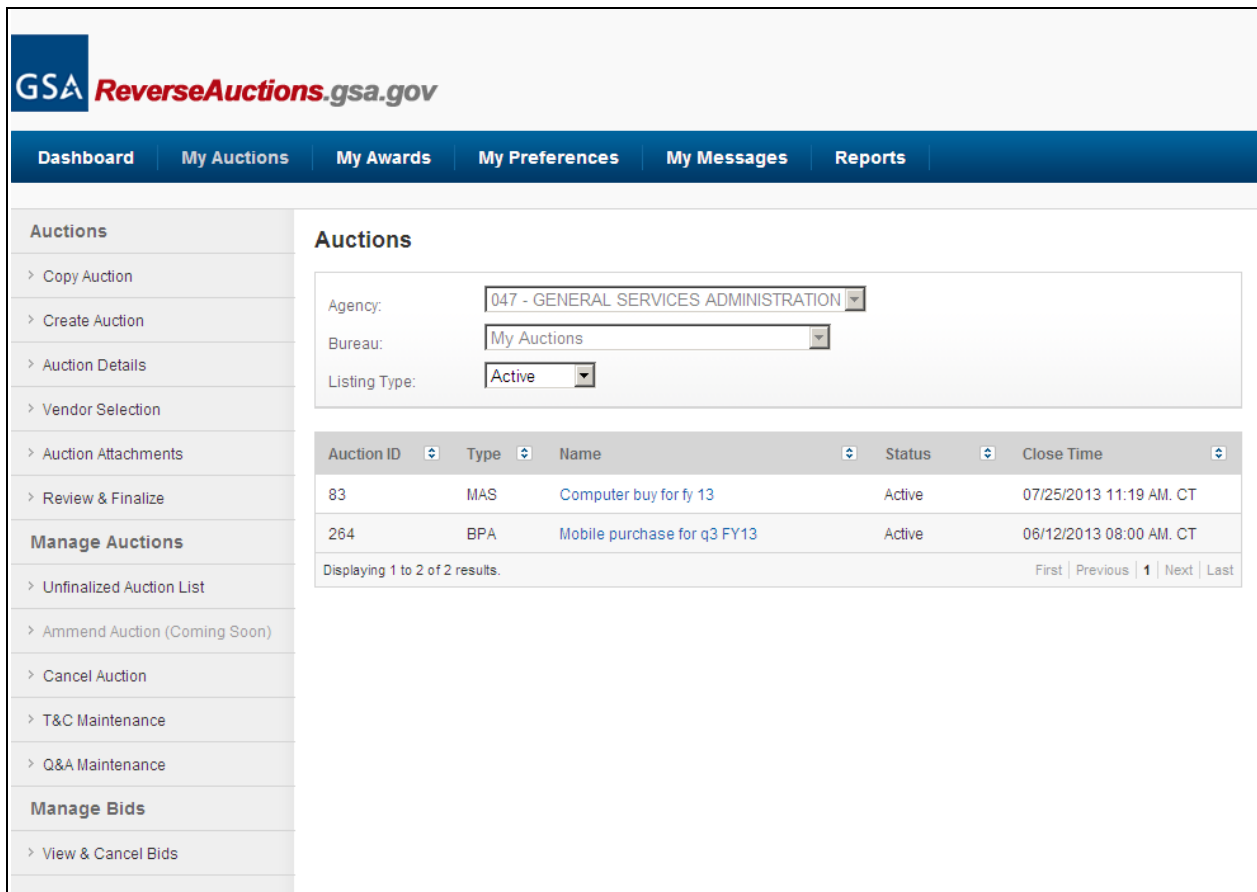
5.3.1 Adding New Line Items

This section describes how to add a new Line Item and Shipping Address to an auction.

To add a Line Item to an auction:

1. Log in to Reverse Auctions as a Buyer, and click **My Auctions** on the menu bar at the top of the screen.

The Auctions screen, shown in Figure 5-19, will be displayed.



Auction ID	Type	Name	Status	Close Time
83	MAS	Computer buy for fy 13	Active	07/25/2013 11:19 AM. CT
264	BPA	Mobile purchase for q3 FY13	Active	06/12/2013 08:00 AM. CT

Displaying 1 to 2 of 2 results. First | Previous | 1 | Next | Last

Figure 5-19. Auctions

2. Click the **Auction Details** link on the left of the screen,

The Auction Details screen, shown in Figure 5-20, will be displayed.

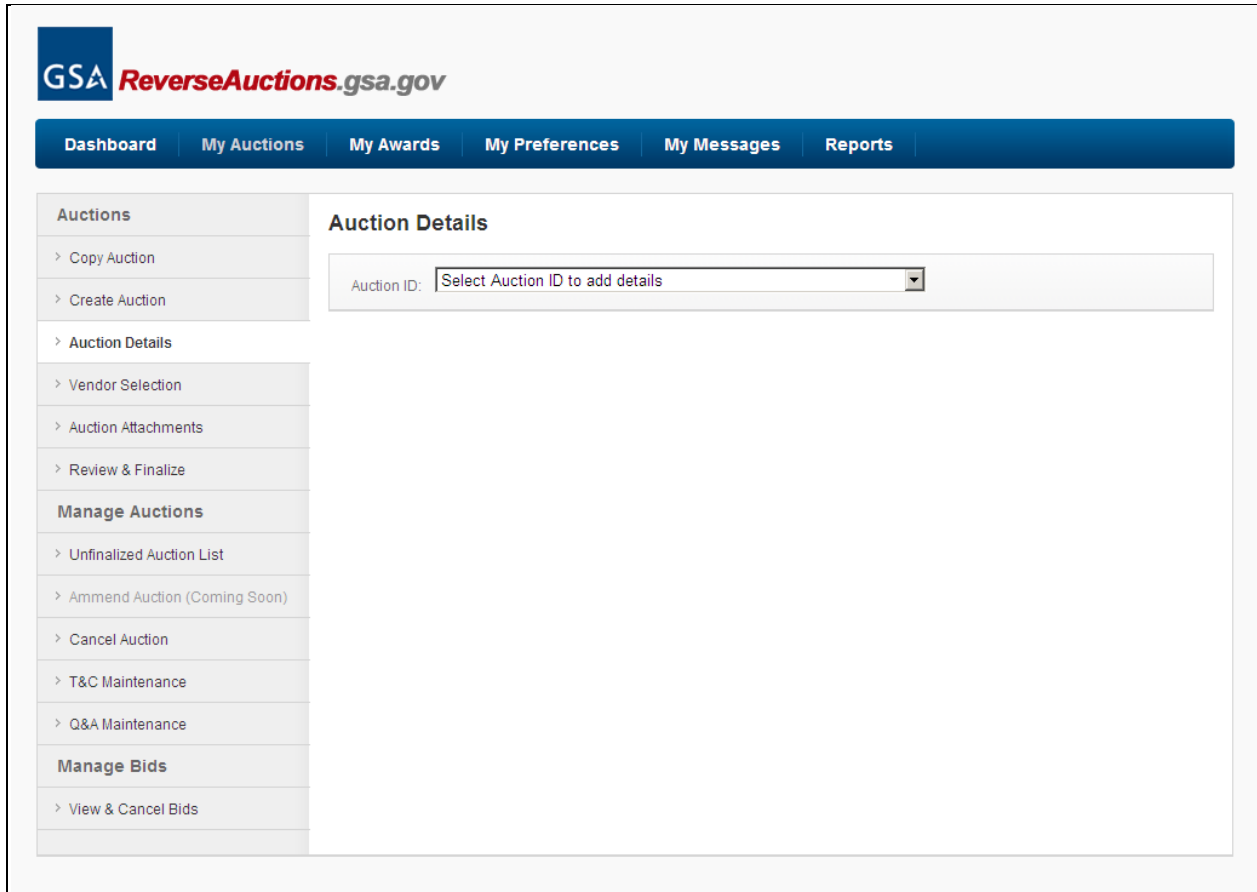


Figure 5-20. Auction Details

3. Select the Auction ID that you want to add a Line Item to, from the drop-down list. Auction Details for the selected auction will be displayed, as shown in Figure 5-21. The current Line Items will be listed below the Auction Header details and a blank Line Item and Shipping template will be displayed.

Auctions

> Copy Auction

> Create Auction

> Auction Details

> Vendor Selection

> Auction Attachments

> Review & Finalize

Manage Auctions

> Uninitialized Auction List

> Amend Auction (Coming Soon)

> Cancel Auction

> T&C Maintenance

> Q&A Maintenance

Manage Bids

> View & Cancel Bids

Auction Details

Fields marked with an asterisk (*) are required data fields.

Auction ID:

525

Auction Type:

MAS

MAS:

70 GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES

Auction Name:

Dell computer purchase FY13 Q2

Alternate Auction ID:

Auction Start Date/Time:

09/28/2013 10:00 AM CT

Auction End Date/Time:

09/30/2013 10:00 AM CT

Item ID	Item SIN/Subcat	Item name	Part Number	Manufacturer	
1	132 8 000102000	DELL Inspiron 690-3043BK No Screen Desktop PC Intel Core i3 3220(3.30GHz)	690-3043BK	Dell	<div>Update Item</div> <div>Delete Item</div>
2	132 8 000102000	Dell UltraSharp U2312HM Black 23" 8ms Widescreen LCD IPS Panel Monitor with	U2312HM	Dell	<div>Update Item</div> <div>Delete Item</div>

Displaying 1 to 2 of 2 results.

First

Previous

Next

Last

Add new line item:

* SIN and Sub-Category:

Select SIN/Sub-Category Combination

* Product/Service Name:

Brand Name / Brand Name or Equal:

None

Brand Name

Brand Name or Equal

Part Number:

Manufacturer:

Product Description:

* Qty:

* Unit of Measurement:

Select

* Delivery Method:

Select

* Starting Bid:

* Target Price:

* Bid Decrement:

UNSPSC Code:

UNSPSC Search

* FSC:

FSC Search

Funding code:

Vendor Question & Answer End Date:

End Time:

* Shipping Address:

Select

Or add a new shipping address:

* Address Name:

* Recpt. Name:

* Address Line 1:

* Recpt. Phone:

Address Line 2:

* Recpt. Email:

* Shipping City:

* Shipping State:

SELECT

* Shipping Zip:

< Prev

Add Line Item & Shipping Address

Save Line Item

Add Line and Next

Next >

Figure 5-21. Auction Details – Blank Line Item form

4. Add Line Items to your Auction as follow:

- Select the **SIN and Sub-Category**. (Special Item Numbers (SIN) and Sub-categories are used to determine which vendors will be allowed to bid on a Line Item. Only vendors with a valid contract for that SIN will be allowed to bid.)
- Enter the **Product/Service Name**. (This is a free-text product service name and description.)
- Indicate whether or not the item is a **Brand Name / Brand Name or Equal** product by checking the appropriate radio button.
- Enter the Manufacturer's **Part Number**.
- Enter the name of the **Manufacturer**.
- Enter the **Product Description**.
- Enter the **Quantity** requested.
- Select a **Unit of Measurement** from the drop-down.
- Select the **Delivery Method** and indicate the parameters for the delivery in the field that is displayed: (The field displayed will depend on the Delivery Method selected.)
 - **Days after Receipt of Order**. If this option is selected, the Buyer should enter the number of calendar days that the vendor has to deliver the item after the order is received.
 - **Date of Award to Date of Completion**. If this option is selected, the Buyer should select the date that the purchase was formally awarded.
 - **Period of Performance**. If this option is selected, the Buyer should specify the allowable timeframe for delivery by selecting a start and an end date.
- Enter the **Starting Bid**. The starting bid is the value at which bidding opens. It is recommended that this be your Independent Government Estimate (IGE).
- Enter the **Target Price**. The Target Price is an ideal desired result identified by the Buyer when creating the auction. The target price should be lower than the starting price. The target price is not visible by the vendor community. Proxy bids submitted by the vendors are not disclosed to the buyer. Should a proxy bid be submitted at or below the target price, the target price becomes the current bid price for the vendor regardless of competition.
- Enter the **Bid Decrement**. This is the minimum amount the next bid must be decreased below the current winning bid.
- Enter the **UNSPSC code**. The United Nations Standard Products and Service Code (UNSPC), which is only used for reporting purposes, is composed of five, two-digit identifiers and categorize the item into a five-level hierarchy.

- Enter the **FSC** code. The Federal Supply Classification (FSC) code, which is only used for reporting purposes, is a four-digit code that identifies the item or service being procured.
 - Enter a **Funding Code** if required. This may be a MIPR, DoDAAC, AAC or Funding Document Number. This data will be populated on the Level Data Report.
 - Select the **Vendor Question & Answer End Date** and End Time. This is the last day and time that vendors can submit questions to the Contracting Officer before the Auction closes.
 - Select the **Shipping Address** from the drop-down list, or add a new shipping address by entering address information under “**Add a new shipping address**”
5. Click one of the following buttons:
- To save your line item and new shipping address and to add another Line Item, click the **Add Line Item & Shipping Address** button. Clicking this button will save your Line Item and Shipping Address and display a new Line Item template.
 - To save your line item and add another Line Item, click the **Save Line Item** button. Clicking this button will save your Line Item and display a new Line Item template.
 - To save your Line Item and display the Select Vendors screen, click the **Add Line Item and Select Vendors** button. Clicking this button will save your Line Item and display the Select Vendors screen.
 - To display the Select Vendors screen without saving a new Line Item, click the **Next** button. Click this button to display the vendors screen without saving a new line item.

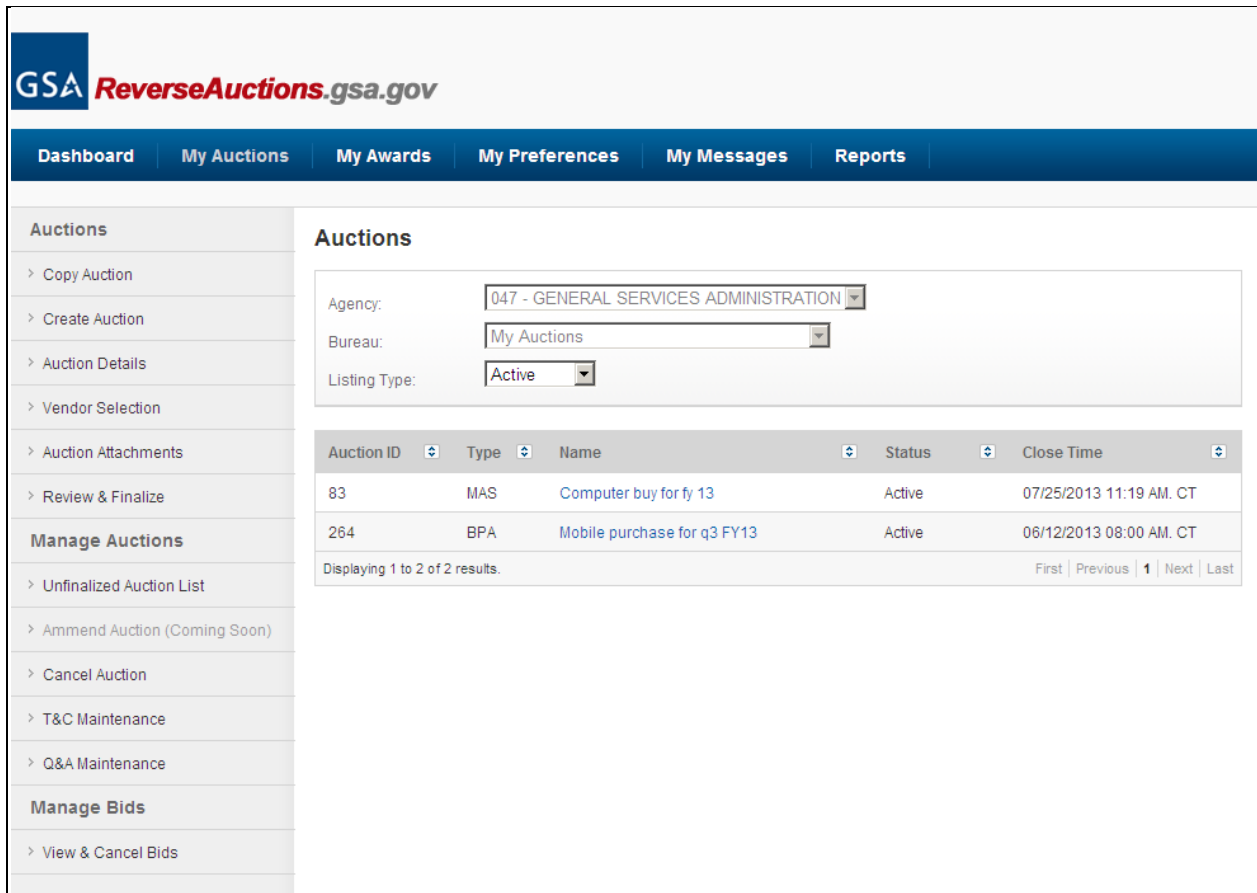
5.3.2 Update Line Item

This section describes how to update an existing Line Item and how to add a Shipping Address for an auction.

To update a Line Item for an auction:

1. Log in to Reverse Auctions as a Buyer, and click **My Auctions** on the menu bar at the top of the screen.

The Auctions screen, shown in Figure 5-22, will be displayed



Auctions

Agency: 047 - GENERAL SERVICES ADMINISTRATION

Bureau: My Auctions

Listing Type: Active

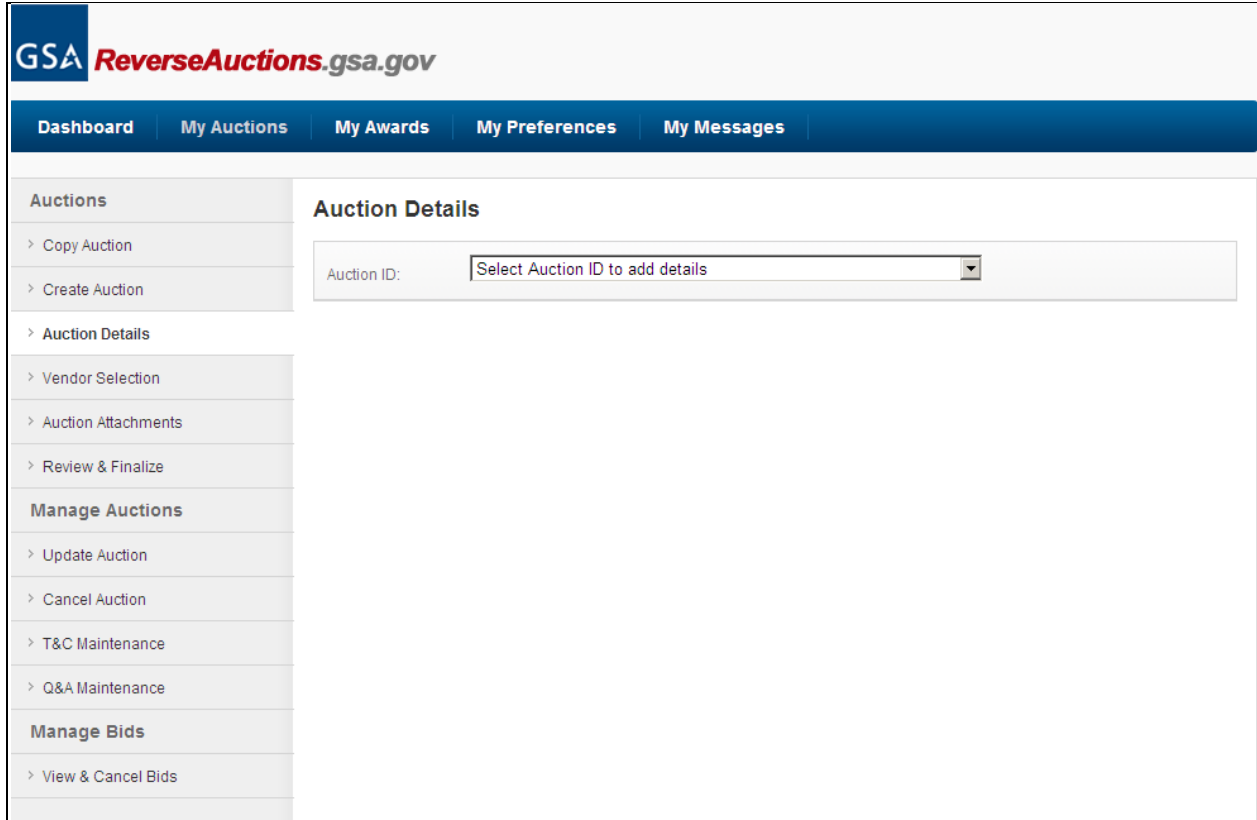
Auction ID	Type	Name	Status	Close Time
83	MAS	Computer buy for fy 13	Active	07/25/2013 11:19 AM. CT
264	BPA	Mobile purchase for q3 FY13	Active	06/12/2013 08:00 AM. CT

Displaying 1 to 2 of 2 results. First | Previous | 1 | Next | Last

Figure 5-22. Auctions

- Click the **Auction Details** link on the left of the screen.

The Auction Details screen, shown in Figure 5-23, will be displayed.



GSA ReverseAuctions.gsa.gov

Dashboard | **My Auctions** | **My Awards** | **My Preferences** | **My Messages**

Auctions

- > Copy Auction
- > Create Auction
- > **Auction Details**
- > Vendor Selection
- > Auction Attachments
- > Review & Finalize

Manage Auctions

- > Update Auction
- > Cancel Auction
- > T&C Maintenance
- > Q&A Maintenance

Manage Bids

- > View & Cancel Bids

Auction Details

Auction ID:

Figure 5-23. Auction Details

3. Select, from the drop-down list, an Auction ID for the auction for which you want to update a Line Item.

Auction Details for the selected auction will be displayed, as shown in Figure 5-24. The current Line Items will be listed below the Auction Header details and a blank Line Item and Shipping template will be displayed.

Auctions

> Copy Auction

> Create Auction

> Auction Details

> Vendor Selection

> Auction Attachments

> Review & Finalize

Manage Auctions

> Uninitialized Auction List

> Amend Auction (Coming Soon)

> Cancel Auction

T&C Maintenance

C&A Maintenance

Manage Bids

> View & Cancel Bids

Auction Details

Fields marked with an asterisk (*) are required data fields.

Auction ID:

525

Auction Type:

MAS

MAS:

TO GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES

Auction Name:

Dell computer purchase FY13 Q2

Alternate Auction ID:

Auction Start Date/Time:

09/29/2013 10:00 AM CT

Auction End Date/Time:

09/30/2013 10:00 AM CT

Item ID	Item SIN/Subcat	Item name	Part Number	Manufacturer	
1	132 8 0001020300	DELL Inspiron 6990-3040BK No Screen Desktop PC Intel Core i3 3220(3.30GHz)	6990-3040BK	Dell	<div>Update Item</div> <div>Delete Item</div>
2	132 8 0001020300	Dell UltraSharp U2312H 23" Widescreen LCD IPS Panel Monitor with	U2312H	Dell	<div>Update Item</div> <div>Delete Item</div>

Displaying 1 to 2 of 2 results.

First

Previous

Next

Last

Add new line item:

* SIN and Sub-Category:

Select SIN/Sub-Category Combination

* Product/Service Name:

Brand Name / Brand Name or Equal:

None

Brand Name

Brand Name or Equal

Part Number:

Manufacturer:

Product Description:

* Qty:

* Unit of Measurement:

Select

* Delivery Method:

Select

* Starting Bid:

* Target Price:

* Bid Decrement:

UNSPSC Code:

UNSPSC Search

* FSC:

FSC Search

Funding code:

Vendor Question & Answer End Date:

End Time:

* Shipping Address:

Select

Or add a new shipping address:

* Address Name:

* Recpt. Name:

* Address Line 1:

* Recpt. Phone:

* Address Line 2:

* Recpt. Email:

* Shipping City:

* Shipping State:

Select

* Shipping Zip:

< Prev

Add Line Item & Shipping Address

Save Line Item

Add Line and Next

Next >

Figure 5-24. Update Line Item

4. Click the **Update Item** button next to the Line Item to be updated.
Line Item/Shipping Address details for the selected Line Item will be displayed.

Auctions

- Copy Auction
- Create Auction
- Auction Details**
- Vendor Selection
- Auction Attachments
- Review & Finalize

Manage Auctions

- Unfinished Auction List
- Amend Auction (Closing Soon)
- Cancel Auction

Manage Bids

- View & Cancel Bids

Auction Details

Fields marked with an asterisk (*) are required data fields.

Auction ID: 625
Auction Type: MAS
MAS: TO GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES.
Auction Name: Dell computer purchase FY13 Q2
Alternate Auction ID:
Auction Start Date/Time: 09/29/2013 10:00 AM CT
Auction End Date/Time: 09/30/2013 10:00 AM CT

Item ID	Item SIN/Subcat	Item Name	Part Number	Manufacturer	
1	132 8 0001020300	DELL Inspiron 1660-30438K No Screen Desktop (PC Intel Core 2 3200/3.30GHz)	1660-30438K	Dell	Update Item Delete Item
2	132 8 0001020300	Dell UltraSharp U2312H 23" Widescreen LCD IPS Panel Monitor with	U2312H	Dell	Update Item Delete Item

Displaying 1 to 2 of 2 results. First Previous 1 Next Last

Showing line item 001

* SIN and Sub-Category: **132 8 - Purchase of Equipment - SUBJECT TO COOPERATIVE PURCHASE**

* Product/Service Name: **DELL Inspiron 1660-30438K No S**

Brand Name / Brand Name or Equal: ☒ None ☐ Brand Name ☐ Brand Name or Equal

Part Number: **1660-30438 K**

Manufacturer: **Dell**

Product Description: **DELL Inspiron 1660-30438K No S**

* Qty: **100**

* Unit of Measurement: **Each**

* Delivery Method: **Days after Receipt of Order (ARO) (Products)**

Days after Receipt of Order: **20**

* Starting Bid: **100000**

* Target Price: **80000**

* Bid Increment: **500**

UNSPSC Code: [UNSPSC Search](#)

* FSC: **7021** [FSC Search](#)

Funding code:

Vendor Question & Answer End Date: End Time:

* Shipping Address: **CP3 New Addr**

Or add a new shipping address:

* Address Name: **CP3 New Addr** * Recpt. Name: **Benjamin Murphy**

* Address Line 1: **2100 crystal Drive** * Recpt. Phone: **703-123-1234**

Address Line 2: **suite 2100** * Recpt. Email: **benjamin.murphy@gsa.gov**

* Shipping City: **Arlington**

* Shipping State: **Virginia**

* Shipping Zip: **22202**

[Previous](#) [Update Line Item & Shipping Address](#) [Update Line Item](#) [Update Line and Next](#) [Next](#)

Figure 5-25. Auction Details –Line Item Details

5. Update the Line Item/Shipping Address details as necessary and then click one of the following buttons:
 - Click the **Update Line Item & Shipping Address** button if you updated the Line Item and the Shipping Address.
 - Click the **Update Line Item** button if you only updated the Line Item.
 - Click the **Update Line and Select Vendors** to save your changes and display the Vendor screen.
 - Click the **Next** button if you have already saved your changes and want to view the Vendors for your auction.

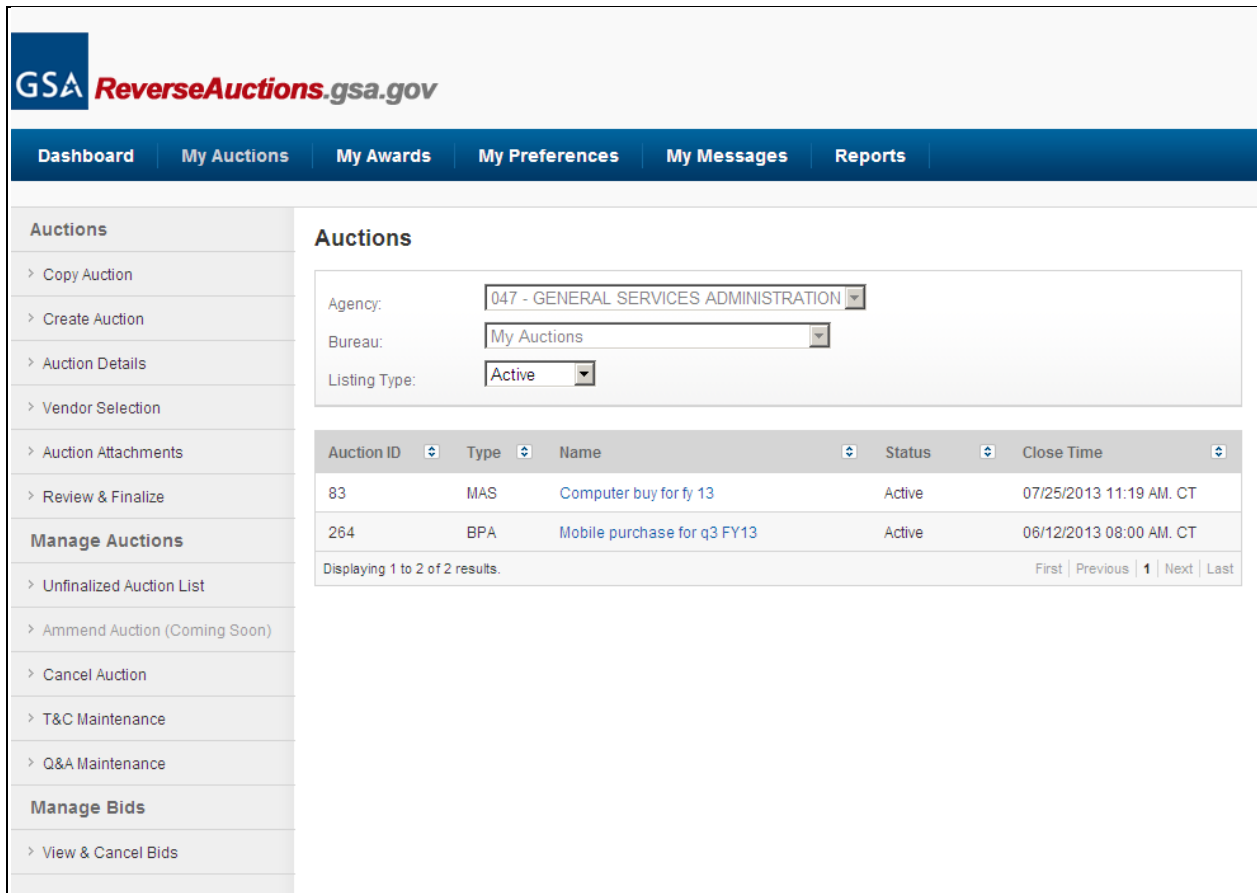
5.4 Vendor Selection

The Vendor Selection screen displays a list of all of the vendors that are allowed to bid in the Auction. The vendor names that appear on the screen depend on the “SIN & Sub Cat” selected when you created the Auction. The only change that can be made to the list of vendors – if the Auction Type is ‘MAS’ – is to specify which vendors are to be sent an email about the auction. By default, emails will automatically be sent to all vendors on the list. If Auction Type is ‘MAS,’ however, the check-boxes next to Vendor IDs can be removed, which prevents those vendors from receiving emails about the auction. All of the vendors on the list, however, will still be allowed to bid in the auction.

To view a list of Vendors for an Auction:

1. Log in to Reverse Auctions as a Buyer, and click **My Auctions** on the menu bar at the top of the screen.

The Auctions screen, shown in, Figure 5-26, will be displayed.



Auctions

Agency: 047 - GENERAL SERVICES ADMINISTRATION

Bureau: My Auctions

Listing Type: Active

Auction ID	Type	Name	Status	Close Time
83	MAS	Computer buy for fy 13	Active	07/25/2013 11:19 AM. CT
264	BPA	Mobile purchase for q3 FY13	Active	06/12/2013 08:00 AM. CT

Displaying 1 to 2 of 2 results. First | Previous | 1 | Next | Last

Figure 5-26. Auctions

- Click the **Vendor Selection** button on the left side of the screen.

The **Vendor Selection** screen, shown in Figure 5-27, will be displayed.

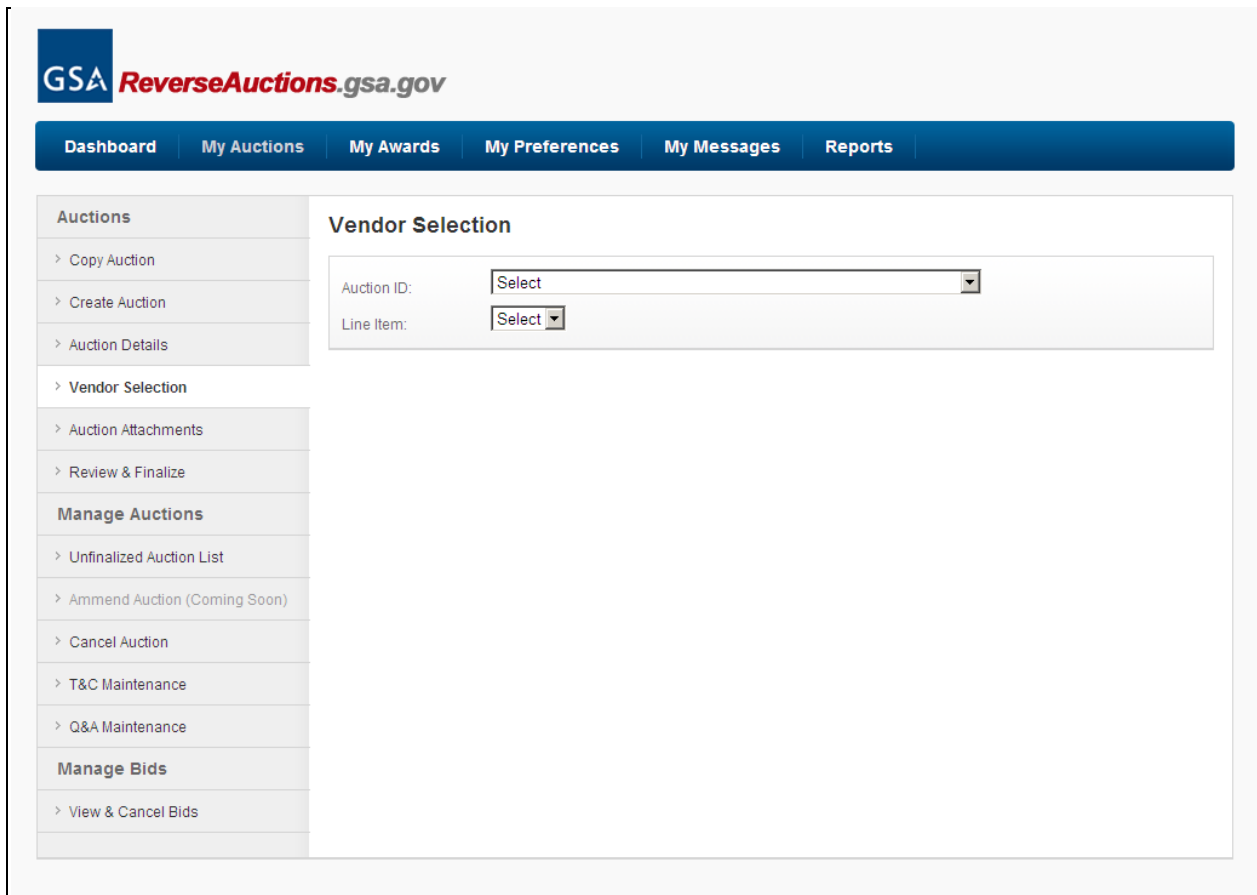
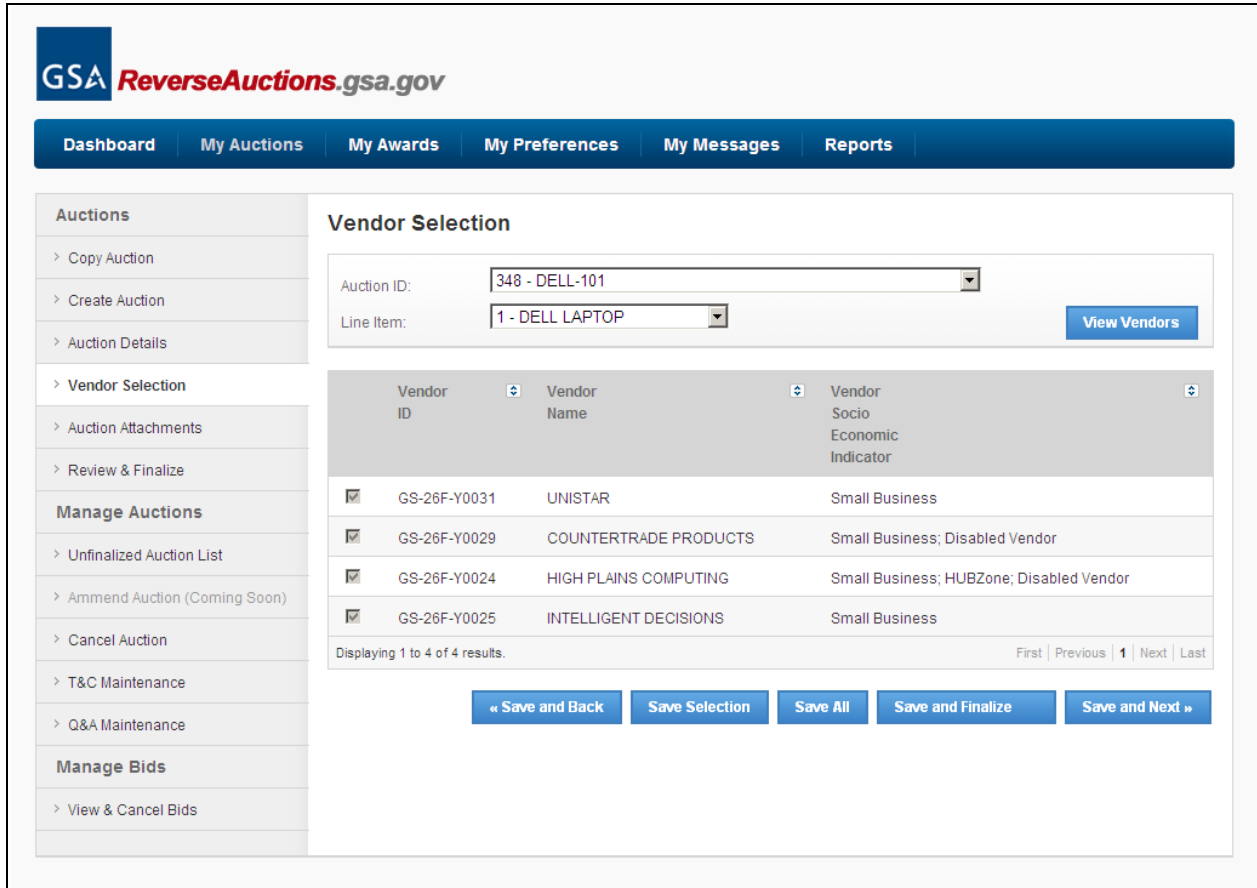


Figure 5-27. Vendor Selection – select Line Item

3. Select an Auction ID and a Line Item from the drop-down lists and click the **View Vendors** button (which will be displayed after you select an Auction ID and a Line Item).

The **Vendor Selection** screen, shown in Figure 5-28, will display a list of vendors approved for that Line Item.



Vendor Selection

Auction ID: 348 - DELL-101
Line Item: 1 - DELL LAPTOP [View Vendors](#)

Vendor ID	Vendor Name	Vendor Socio Economic Indicator
<input checked="" type="checkbox"/> GS-26F-Y0031	UNISTAR	Small Business
<input checked="" type="checkbox"/> GS-26F-Y0029	COUNTERTRADE PRODUCTS	Small Business; Disabled Vendor
<input checked="" type="checkbox"/> GS-26F-Y0024	HIGH PLAINS COMPUTING	Small Business; HUBZone; Disabled Vendor
<input checked="" type="checkbox"/> GS-26F-Y0025	INTELLIGENT DECISIONS	Small Business

Displaying 1 to 4 of 4 results. [First](#) [Previous](#) **1** [Next](#) [Last](#)

[« Save and Back](#)
[Save Selection](#)
[Save All](#)
[Save and Finalize](#)
[Save and Next »](#)

Figure 5-28. Vendor Selection

4. Select/ deselect Vendor IDs (if the Auction Type is 'MAS') that are to receive emails about the auction, and then click one of the following buttons at the bottom of the screen.
 - **Save and Back:** To save your changes and go to the Auction Details screen.
 - **Save Selection:** To save your changes and go to the Vendor Selection screen.
 - **Save All:** To save all of your changes.
 - **Save and Finalize:** to save your changes and Finalize the Auction without adding attachments.
 - **Save and Next:** to save your changes and go to the Attachments screen to add attachments to your auction.
5. If you clicked the **Save and Add Attachments** button, the **Attachments** screen will be displayed.

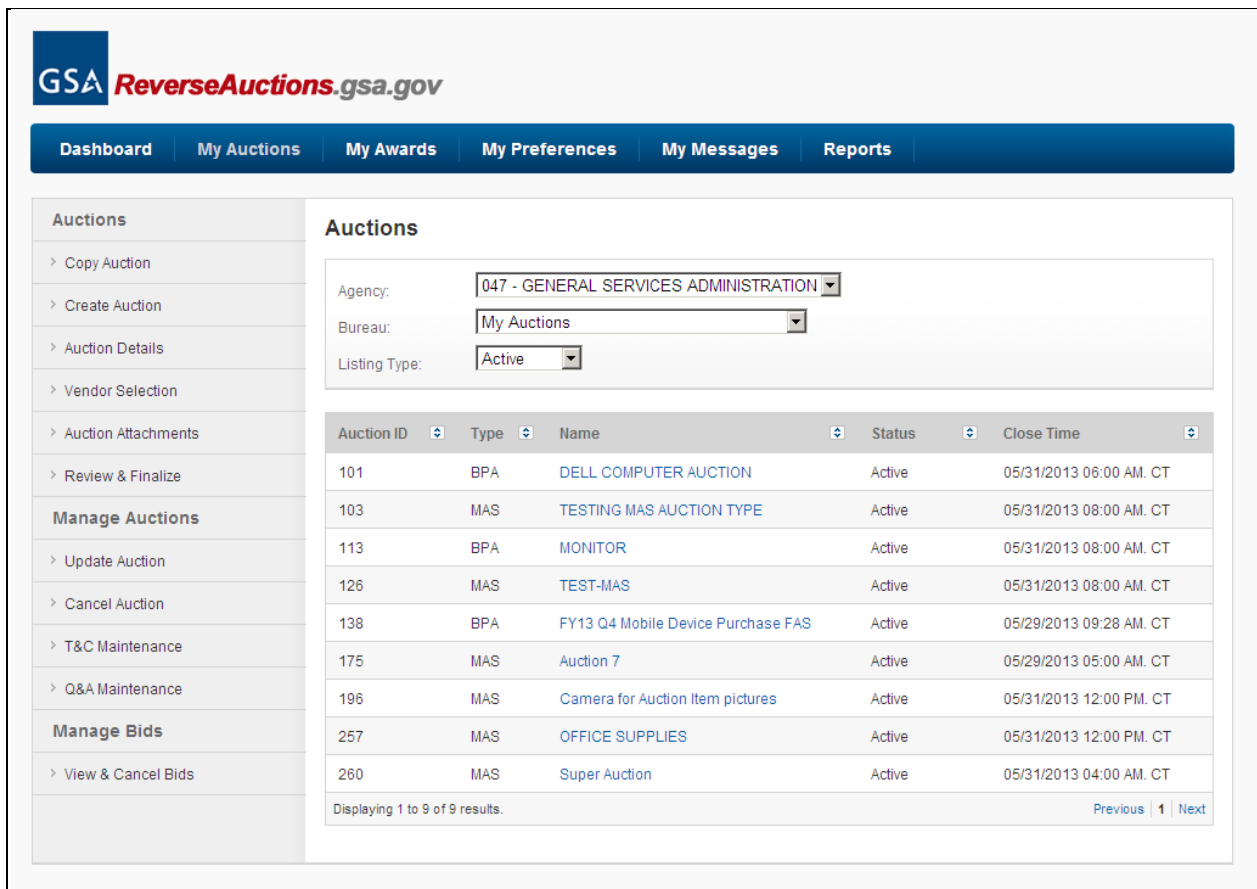
5.5 Auction Attachments

This module describes how to upload an attachment to an auction. Note: attached files can be up to 5MB in size.

To upload an attachment to an auction:

1. Log in to Reverse Auctions as a Buyer, and click **My Auctions** on the menu bar at the top of the screen.

The Auctions screen, shown in Figure 5-29, will be displayed.



Auctions

Agency: 047 - GENERAL SERVICES ADMINISTRATION
 Bureau: My Auctions
 Listing Type: Active

Auction ID	Type	Name	Status	Close Time
101	BPA	DELL COMPUTER AUCTION	Active	05/31/2013 06:00 AM. CT
103	MAS	TESTING MAS AUCTION TYPE	Active	05/31/2013 08:00 AM. CT
113	BPA	MONITOR	Active	05/31/2013 08:00 AM. CT
126	MAS	TEST-MAS	Active	05/31/2013 08:00 AM. CT
138	BPA	FY13 Q4 Mobile Device Purchase FAS	Active	05/29/2013 09:28 AM. CT
175	MAS	Auction 7	Active	05/29/2013 05:00 AM. CT
196	MAS	Camera for Auction Item pictures	Active	05/31/2013 12:00 PM. CT
257	MAS	OFFICE SUPPLIES	Active	05/31/2013 12:00 PM. CT
260	MAS	Super Auction	Active	05/31/2013 04:00 AM. CT

Displaying 1 to 9 of 9 results. [Previous](#) | [Next](#)

Figure 5-29. Auctions

2. Click the **Auction Attachment** link on the left of the screen.

The **Auction Attachments** screen, shown in Figure 5-30, will be displayed.

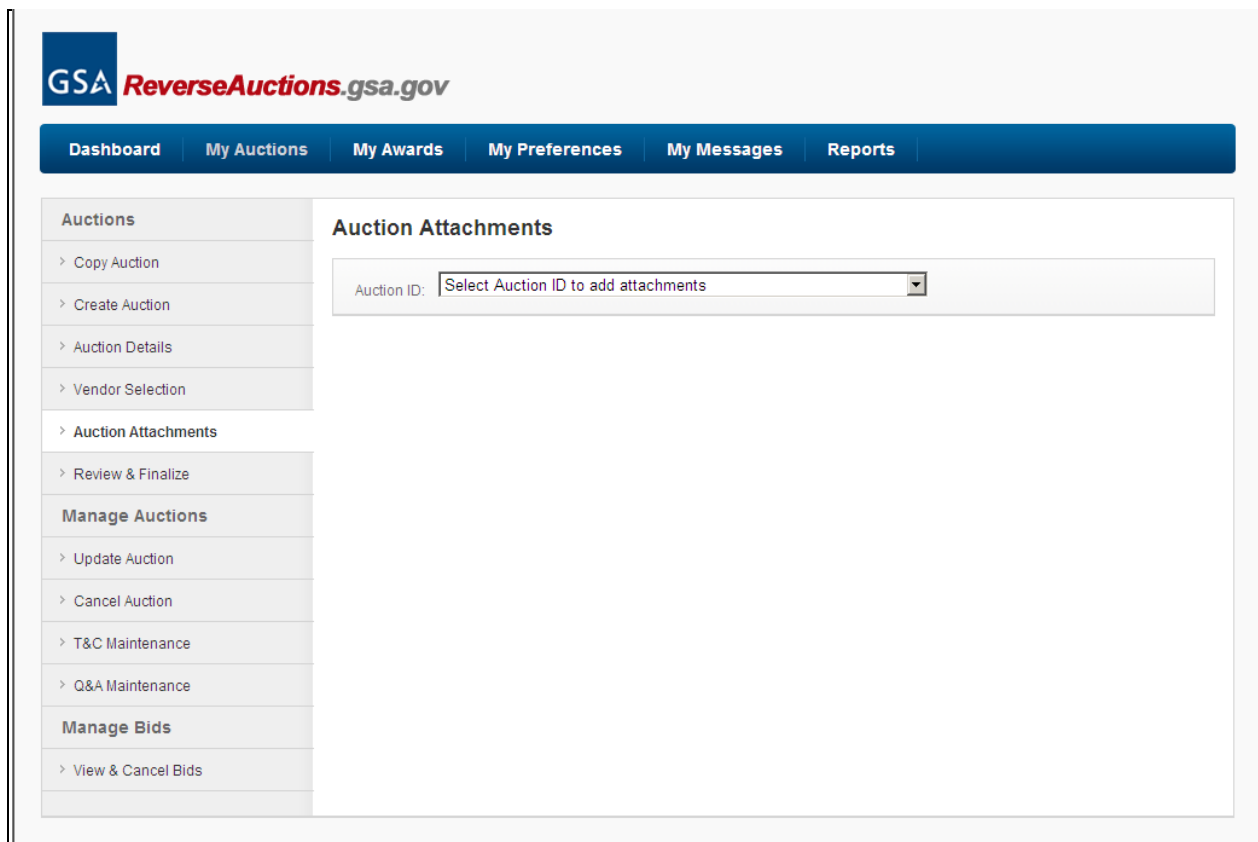
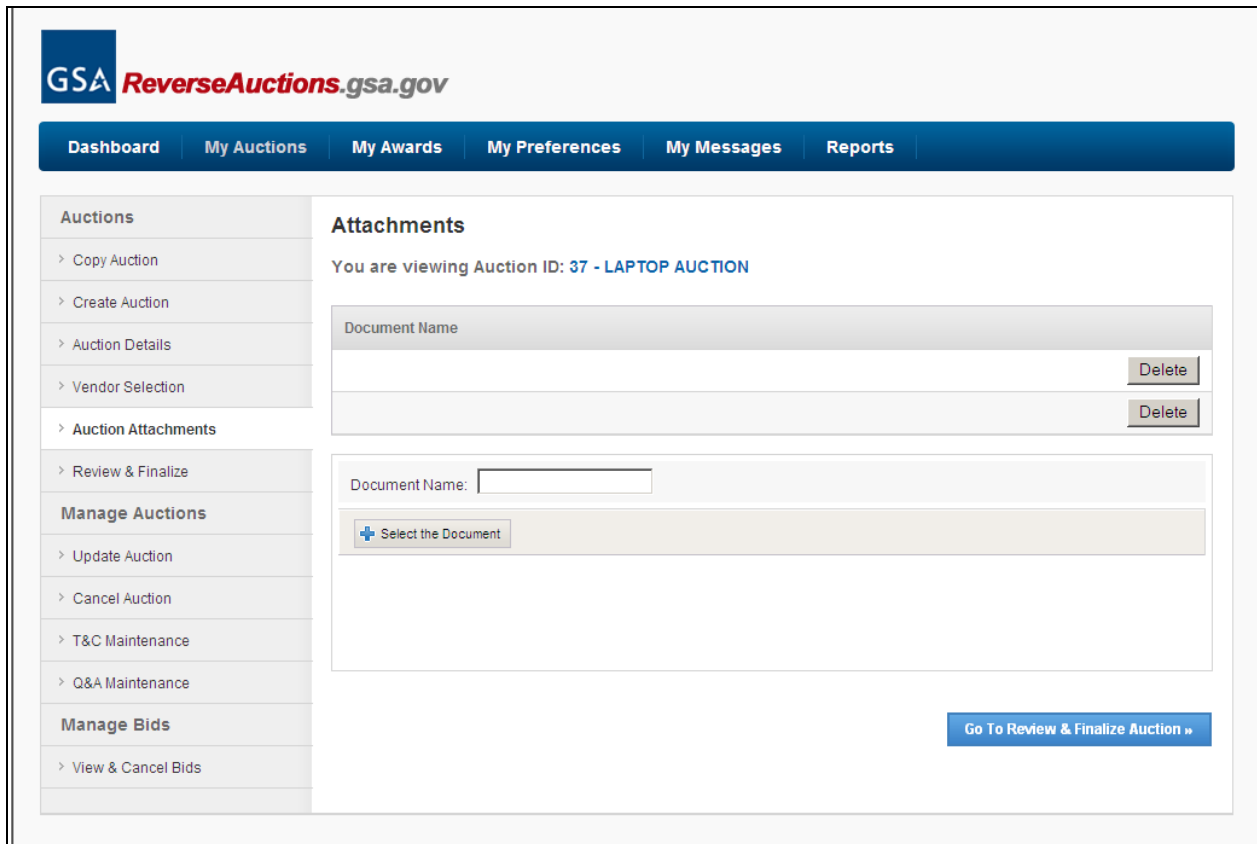


Figure 5-30. Auction Attachments

3. Select, from the Auction ID drop-down, the auction to which you want to add an attachment.

The Attachment screen, shown in Figure 5-31, will be displayed.

Any files that are already attached to the auction will be listed in the Document Name section near the top of the screen. If you want to delete any of these files, click the **Delete** button next to the file to be deleted.



GSA ReverseAuctions.gsa.gov

Dashboard | My Auctions | My Awards | My Preferences | My Messages | Reports

Auctions

- > Copy Auction
- > Create Auction
- > Auction Details
- > Vendor Selection
- > Auction Attachments
- > Review & Finalize

Manage Auctions

- > Update Auction
- > Cancel Auction
- > T&C Maintenance
- > Q&A Maintenance

Manage Bids

- > View & Cancel Bids

Attachments

You are viewing Auction ID: **37 - LAPTOP AUCTION**

Document Name: Delete

Document Name: Delete

Document Name: + Select the Document

[Go To Review & Finalize Auction »](#)

Figure 5-31. Attachments

- Click the **Select the Document** button to select the file that you want to attach to the auction.

The **Select file to upload** dialog box, shown in Figure 5-32, will be displayed.

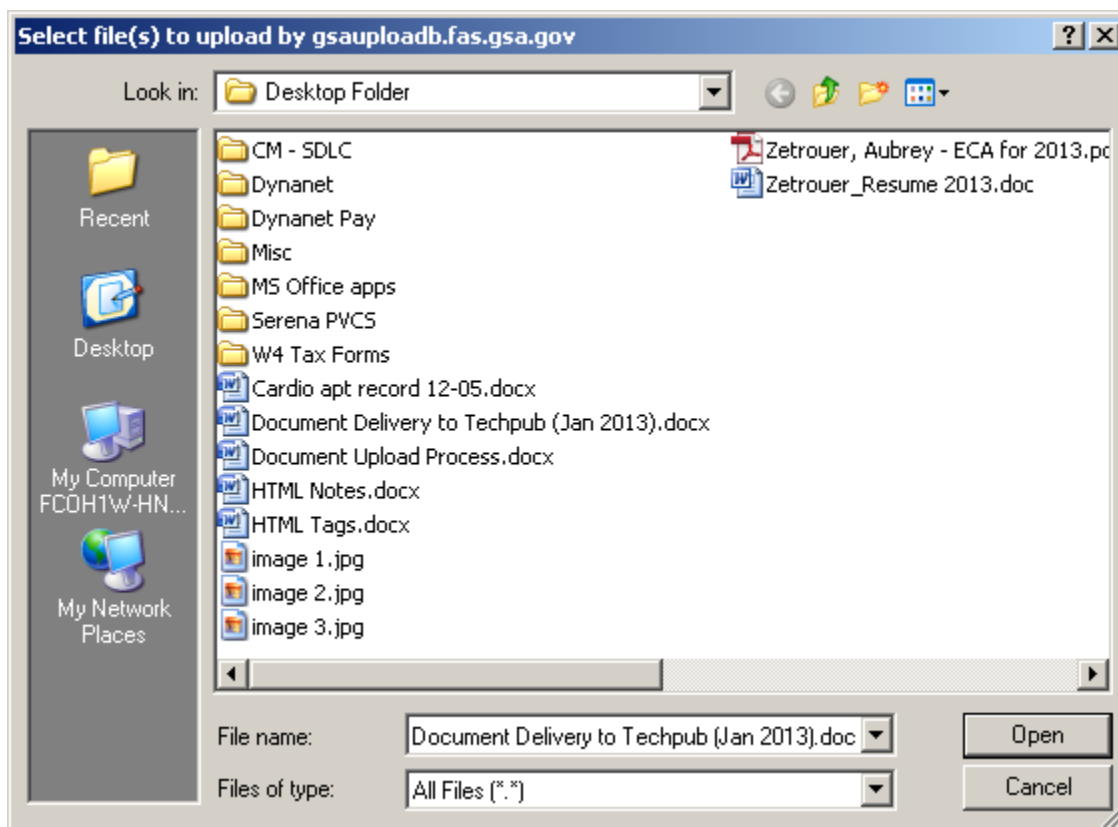
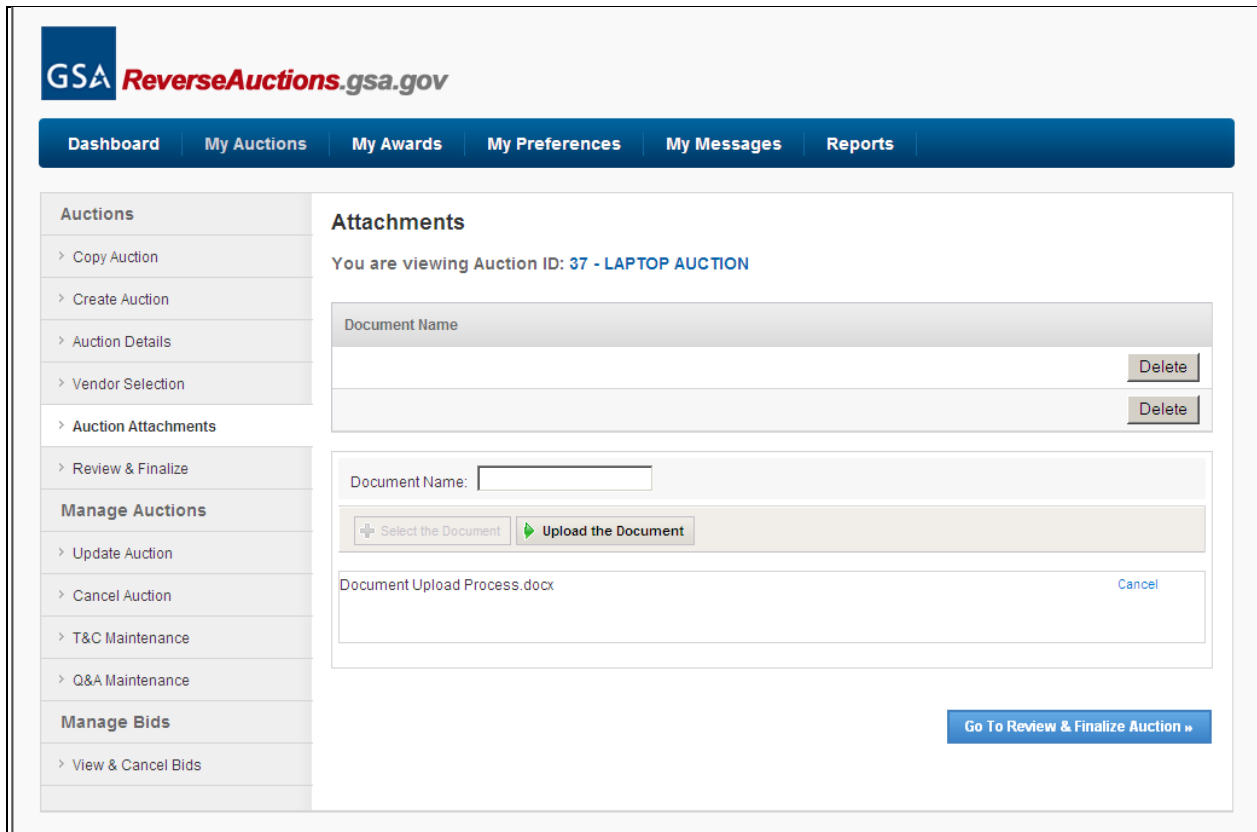


Figure 5-32. Select files to upload

5. Select the file that you want to attach to the auction, and then click the **Open** button.

The Upload Attachment screen, shown in Figure 5-33, will display the file name of the file to be uploaded and the Upload the Document button will be displayed, as shown in Figure 5-33.



GSA ReverseAuctions.gsa.gov

Dashboard | My Auctions | My Awards | My Preferences | My Messages | Reports

Auctions

- > Copy Auction
- > Create Auction
- > Auction Details
- > Vendor Selection
- > Auction Attachments
- > Review & Finalize

Manage Auctions

- > Update Auction
- > Cancel Auction
- > T&C Maintenance
- > Q&A Maintenance

Manage Bids

- > View & Cancel Bids

Attachments

You are viewing Auction ID: **37 - LAPTOP AUCTION**

Document Name

Delete

Delete

Document Name:

Select the Document Upload the Document

Document Upload Process.docx Cancel

Go To Review & Finalize Auction »

Figure 5-33. Upload Attachment

- Click the **Upload the Document** button.

The file will be uploaded, and the filename of the uploaded document (e.g., Document Upload Process) will be displayed in the Document Name section, as shown in Figure 5-34.

The screenshot displays the GSA ReverseAuctions.gsa.gov web application. The top navigation bar includes links for Dashboard, My Auctions, My Awards, My Preferences, My Messages, and Reports. The left sidebar contains a menu with categories: Auctions (Copy Auction, Create Auction, Auction Details, Vendor Selection), Auction Attachments, Review & Finalize, Manage Auctions (Update Auction, Cancel Auction, T&C Maintenance, Q&A Maintenance), and Manage Bids (View & Cancel Bids). The main content area is titled 'Attachments' and shows 'You are viewing Auction ID: 37 - LAPTOP AUCTION'. A red message states 'Document upload successful: Document Upload Process'. Below this, a table lists attachments with columns for Document Name and a Delete button. The table contains three entries: 'Document Name' (with a Delete button), 'Document Name' (with a Delete button), and 'Document Upload Process' (with a Delete button). At the bottom right of the main content area is a blue button labeled 'Go To Review & Finalize Auction »'.

Figure 5-34. Attachment Uploaded

7. If you are ready to finalize your auction, click the **Go to Review & Finalize Auction** button.

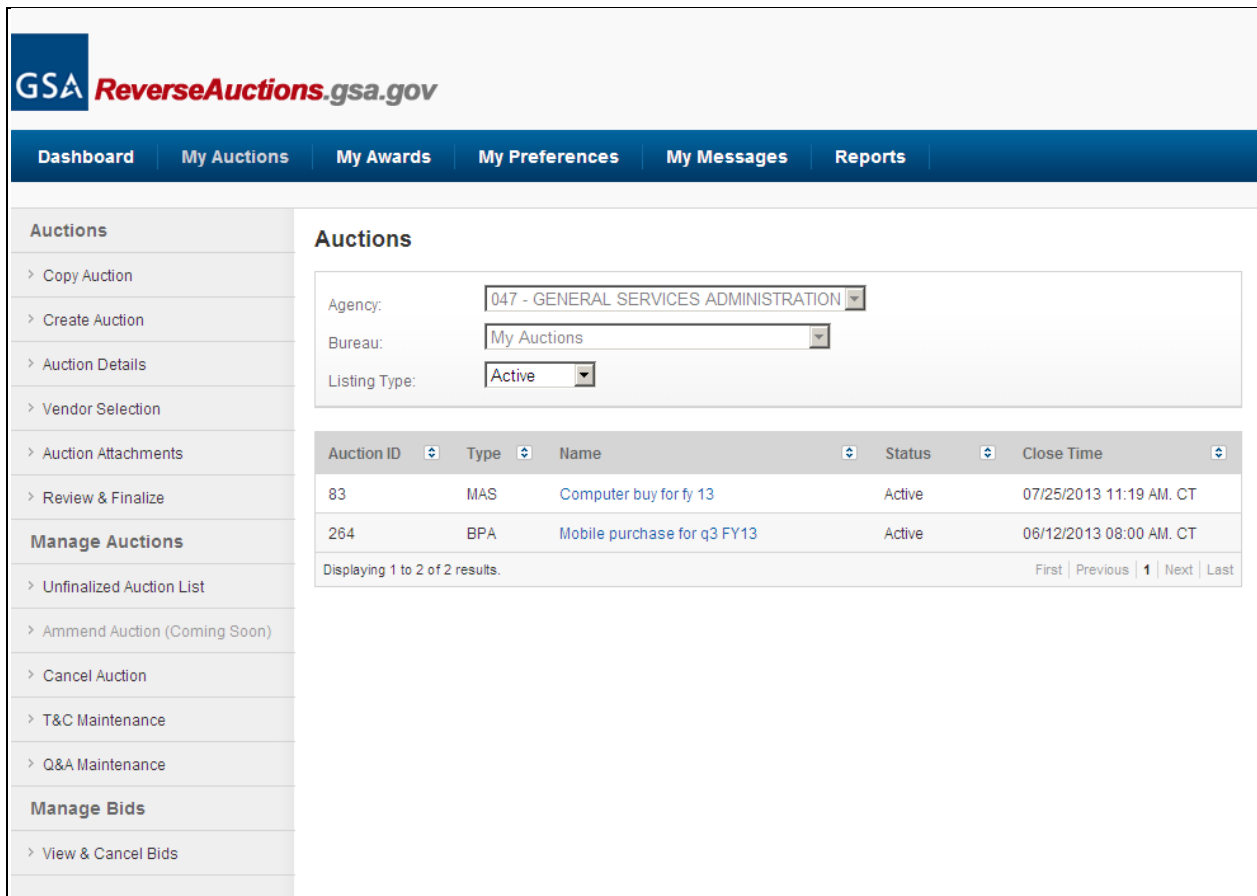
5.6 Review and Finalize

This module allows a Buyer to review an auction before completing it, and describes how to finalize the auction.

To Finalize an Auction:

1. Log in to Reverse Auctions as a Buyer, and click **My Auctions** on the menu bar at the top of the screen.

The Auctions screen, shown in Figure 5-35, will be displayed.



GSA ReverseAuctions.gsa.gov

Dashboard My Auctions My Awards My Preferences My Messages Reports

Auctions

Agency: 047 - GENERAL SERVICES ADMINISTRATION
 Bureau: My Auctions
 Listing Type: Active

Auction ID	Type	Name	Status	Close Time
83	MAS	Computer buy for fy 13	Active	07/25/2013 11:19 AM. CT
264	BPA	Mobile purchase for q3 FY13	Active	06/12/2013 08:00 AM. CT

Displaying 1 to 2 of 2 results. First Previous 1 Next Last

Figure 5-35. Auctions

2. Click the **Review & Finalize** link on the left of the screen.

The **Review & Finalize** screen, shown in Figure 5-37, will be displayed.

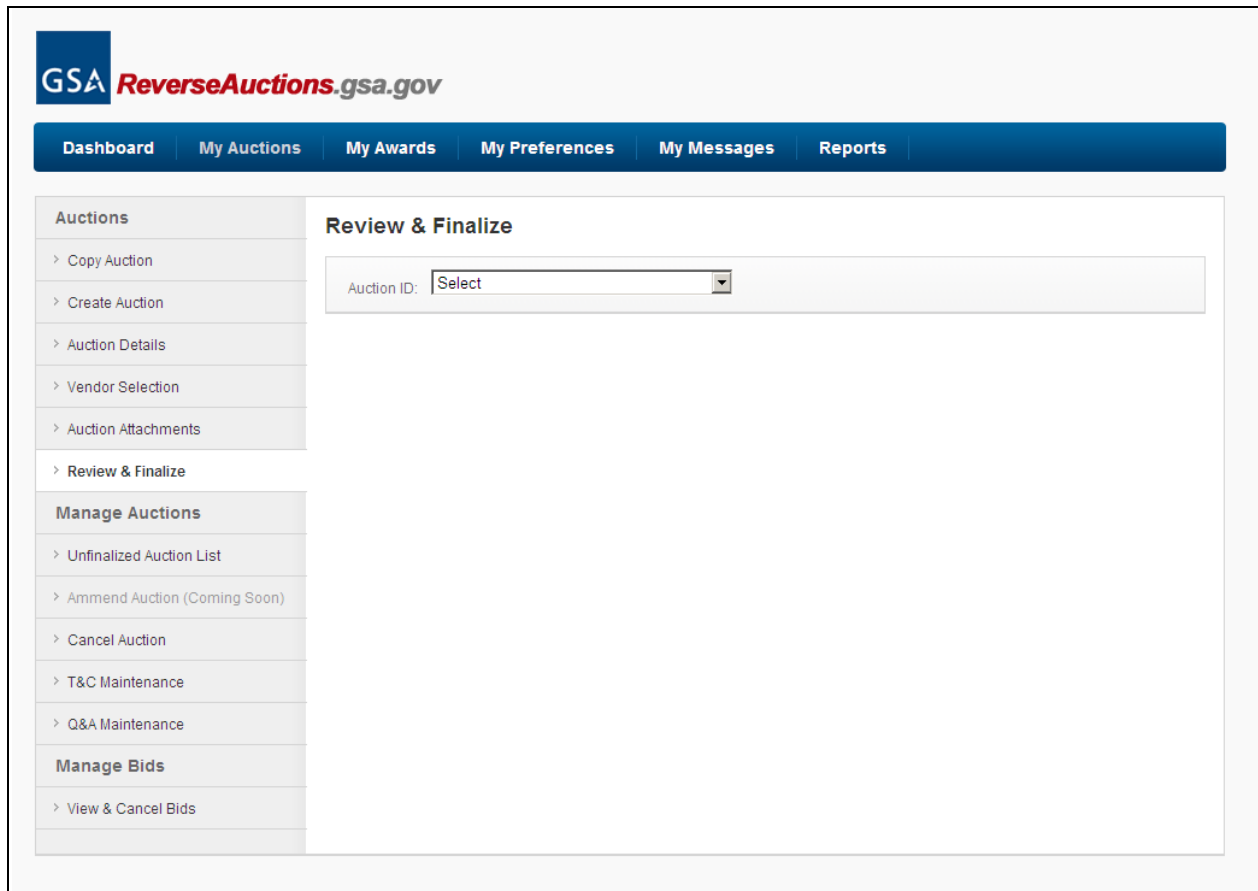


Figure 5-36. Review & Finalize – Search

3. Select an Auction from the Auction ID drop-down.

Auction Details for the selected auction will be displayed on the Review & Finalize screen, as shown in Figure 5-37.

GSA

ReverseAuctionsSM

Dashboard

My Auctions

My Awards

My Preferences

My Messages

Reports

Admin

Auctions

> Copy Auction

> Create Auction

> Auction Details

> Vendor Selection

> Auction Attachments

> Review & Finalize

Manage Auctions

> Unfinalized Auction List

> Amend Auction (Coming Soon)

> Cancel Auction

> T&C Maintenance

> Q&A Maintenance

Manage Bids

> View & Cancel Bids

Review & Finalize

Fields marked with an asterisk (*) are required data fields.

Auction Name:

Dell computer purchase FY13 Q2

Auction ID:

525

Alternate ID:

Award Type:

Single Award

Auction Type:

MAS

Schedule Type:

70

Start Date:

06/28/2013

Start Time:

10:00 AM CT

End Date:

06/30/2013

End Time:

10:00 AM CT

Run Length

2 Days, 0 Hours, 0 Minutes

Description:

Dell computer purchase FY13 Q2 for Central Office OCIO. This will include Laptops, Monitors and Docking Stations.

Edit

Attachments

Document

No records were found.

Line Items

Line Item	Quantity	Unit	Manufacturer	Target Price	
1	100.00	EA	Dell	\$80,000.00	Edit
2	100.00	EA	Dell	\$19,000.00	Edit

Displaying 1 to 2 of 2 results.

First

Previous

1

Next

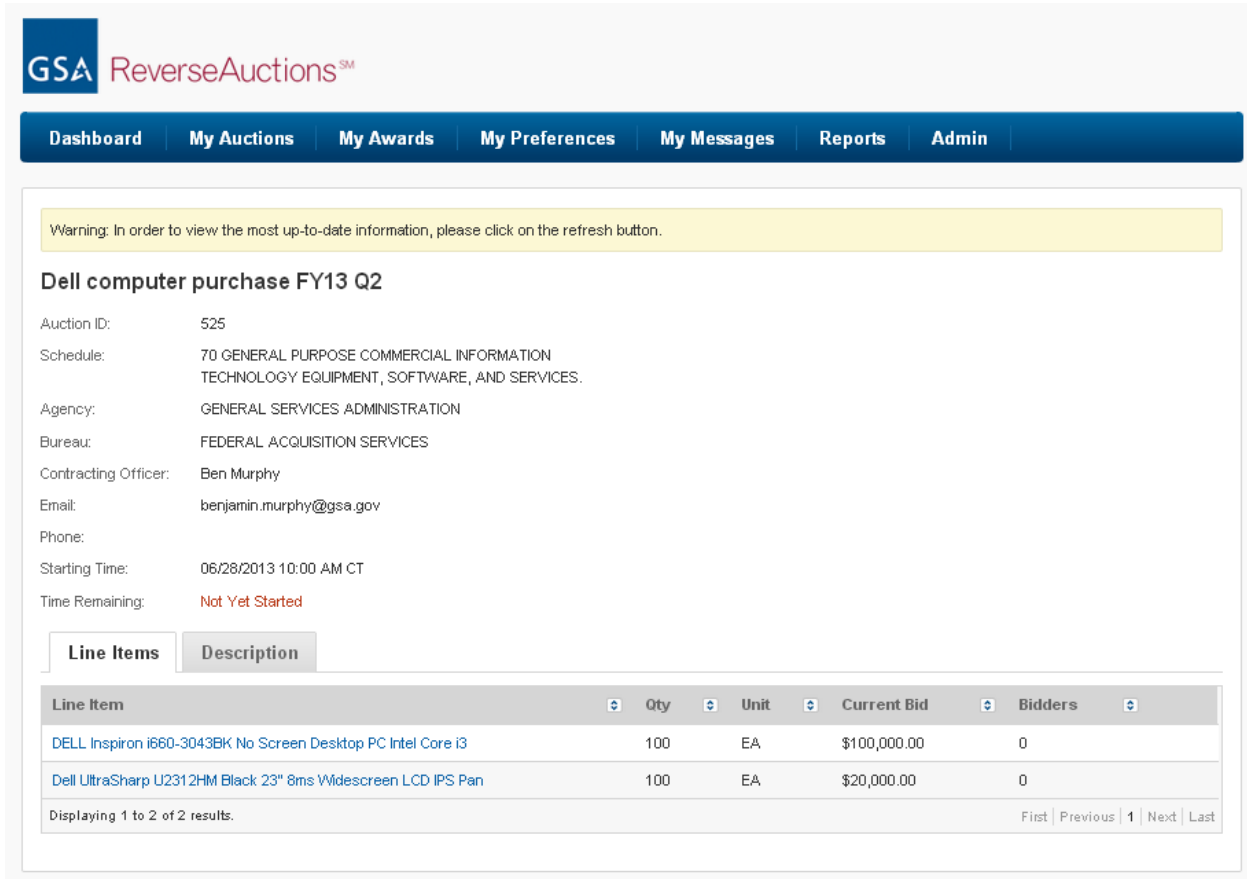
Last

Finalize

Delete

Figure 5-37. Review and Finalize – Auction Details

4. If your Auction, or one of the line items, needs to be modified before it is Finalized, click one of the **Edit** buttons.
5. Click the **Finalize** button to finalize your Auction.
The Auction will be finalized, as shown in Figure 5-38.



GSA ReverseAuctionsSM

Dashboard | My Auctions | My Awards | My Preferences | My Messages | Reports | Admin

Warning: In order to view the most up-to-date information, please click on the refresh button.

Dell computer purchase FY13 Q2

Auction ID: 525
 Schedule: 70 GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES.
 Agency: GENERAL SERVICES ADMINISTRATION
 Bureau: FEDERAL ACQUISITION SERVICES
 Contracting Officer: Ben Murphy
 Email: benjamin.murphy@gsa.gov
 Phone:
 Starting Time: 06/28/2013 10:00 AM CT
 Time Remaining: **Not Yet Started**

Line Items | Description

Line Item	Qty	Unit	Current Bid	Bidders
DELL Inspiron i660-3043BK No Screen Desktop PC Intel Core i3	100	EA	\$100,000.00	0
Dell UltraSharp U2312HM Black 23" 8ms Widescreen LCD IPS Pan	100	EA	\$20,000.00	0

Displaying 1 to 2 of 2 results. First | Previous | 1 | Next | Last

Figure 5-38. Auction Finalized

6 Manage Auctions

Manage Auctions allows a buyer to view all unfinalized auctions, cancel an auction, and maintain auction line item questions and answers.

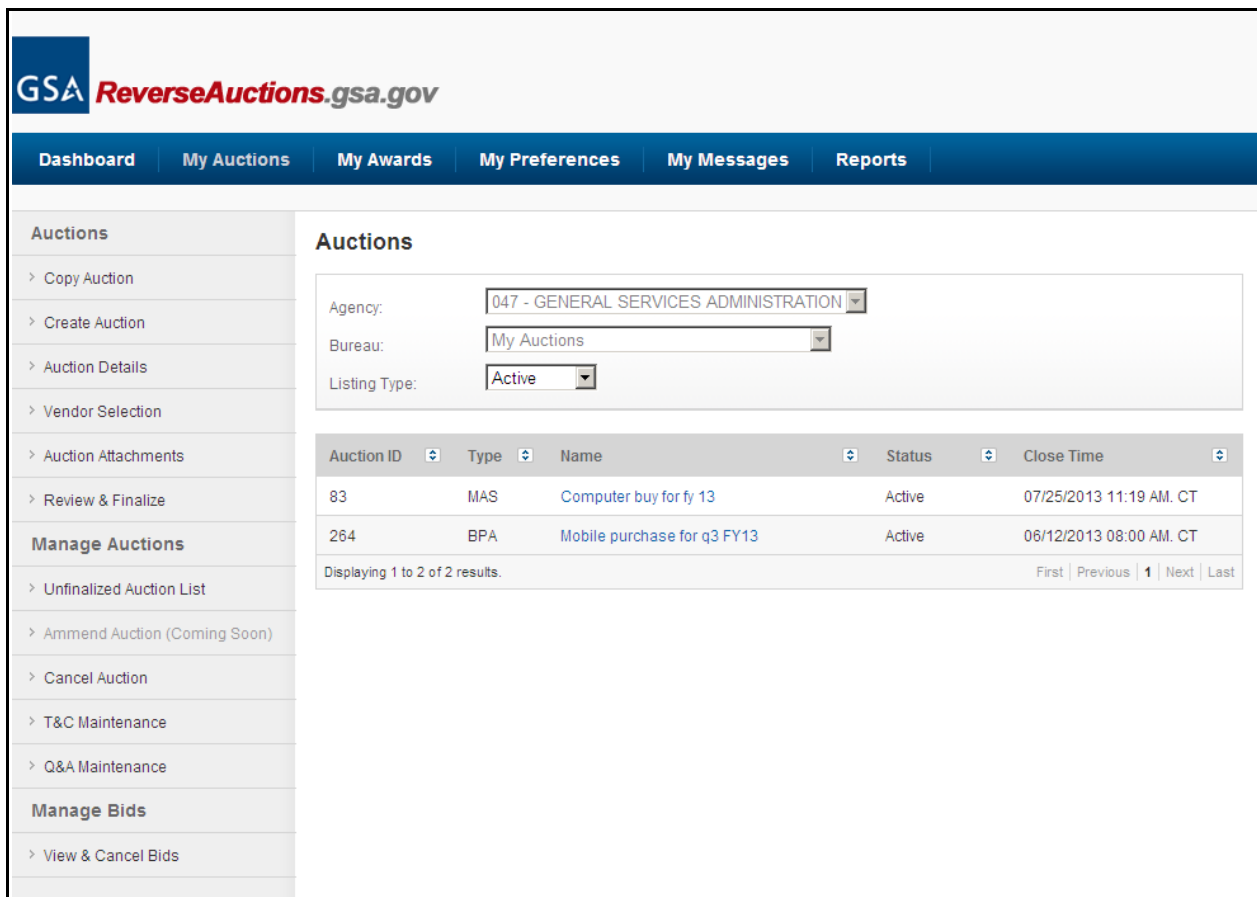
6.1 Unfinalized Auction List

The **Unfinalized Auction List** module allows a Buyer to return to the last position in the creation of an auction that was completed so the rest of the auction information can be entered and the auction can be completed and finalized.

To return to an unfinalized auction:

1. Log into Reverse Auctions as a Buyer and click **My Auctions** on the menu bar at the top of the screen.

The **Auctions** screen, shown in Figure 6-1, will be displayed.



Auction ID	Type	Name	Status	Close Time
83	MAS	Computer buy for fy 13	Active	07/25/2013 11:19 AM. CT
264	BPA	Mobile purchase for q3 FY13	Active	06/12/2013 08:00 AM. CT

Displaying 1 to 2 of 2 results. First Previous 1 Next Last

Figure 6-1. Auctions

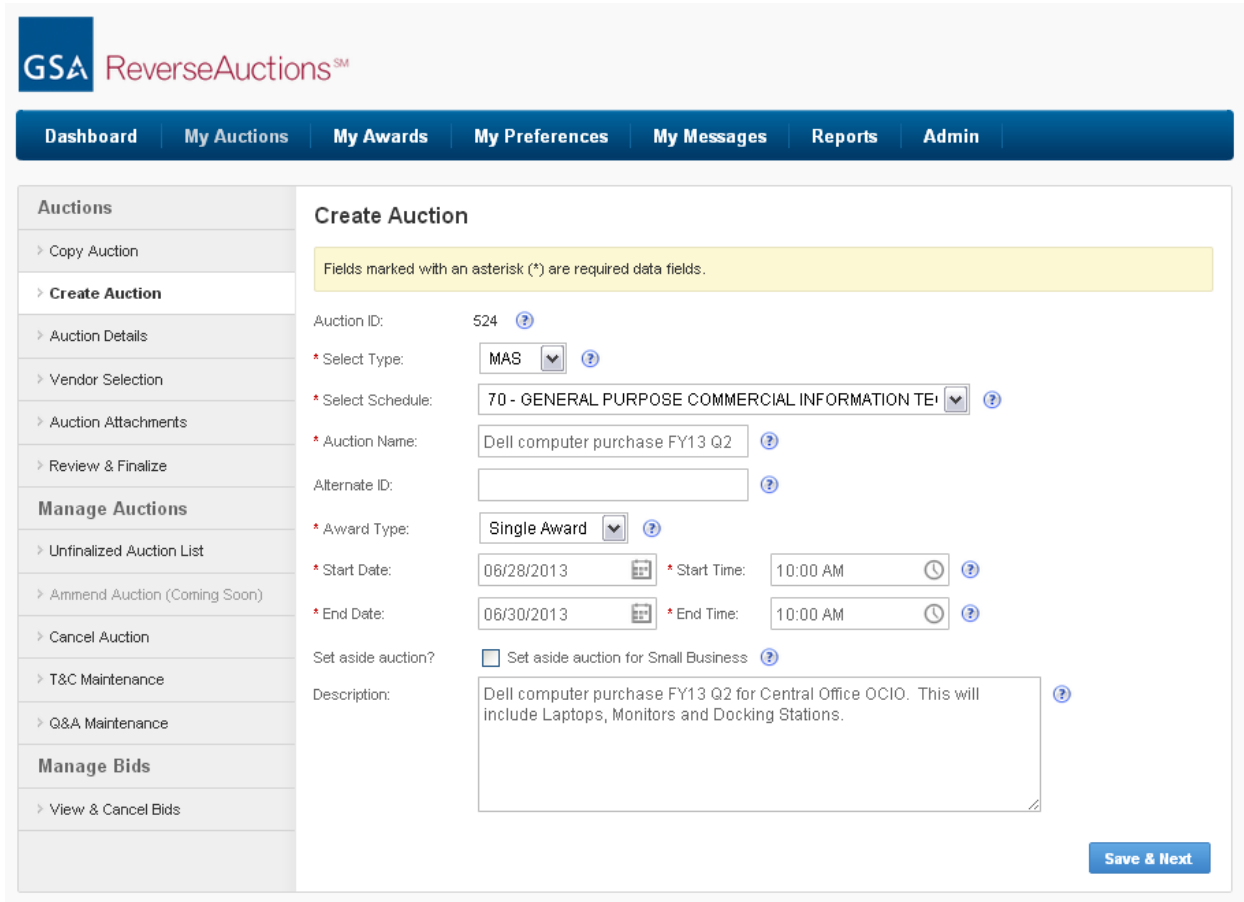
2. Click the **Unfinalized Auction List** link on the left.

The **Create Auction** screen, shown in Figure 6-2, will be displayed.

Figure 6-2. Create Auction

3. Select the Auction to be updated from the Auction ID drop-down list.

The last screen in the selected Auction that was completed will be displayed. – in this example, the Create Auction screen, shown in Figure 6-3, was the last one screen saved.



GSA ReverseAuctionsSM

Dashboard | My Auctions | My Awards | My Preferences | My Messages | Reports | Admin

Auctions

- > Copy Auction
- > **Create Auction**
- > Auction Details
- > Vendor Selection
- > Auction Attachments
- > Review & Finalize

Manage Auctions

- > Unfinalized Auction List
- > Amend Auction (Coming Soon)
- > Cancel Auction
- > T&C Maintenance
- > Q&A Maintenance

Manage Bids

- > View & Cancel Bids

Create Auction

Fields marked with an asterisk (*) are required data fields.

Auction ID: 524 ?

* Select Type: MAS ?

* Select Schedule: 70 - GENERAL PURPOSE COMMERCIAL INFORMATION TE ?

* Auction Name: Dell computer purchase FY13 Q2 ?

Alternate ID: ?

* Award Type: Single Award ?

* Start Date: 06/28/2013 ? * Start Time: 10:00 AM ?

* End Date: 06/30/2013 ? * End Time: 10:00 AM ?

Set aside auction? ☐ Set aside auction for Small Business ?

Description: Dell computer purchase FY13 Q2 for Central Office OCIO. This will include Laptops, Monitors and Docking Stations. ?

Save & Next

Figure 6-3. Create Auction

- Continue creating your auction, as covered in section 4.1.

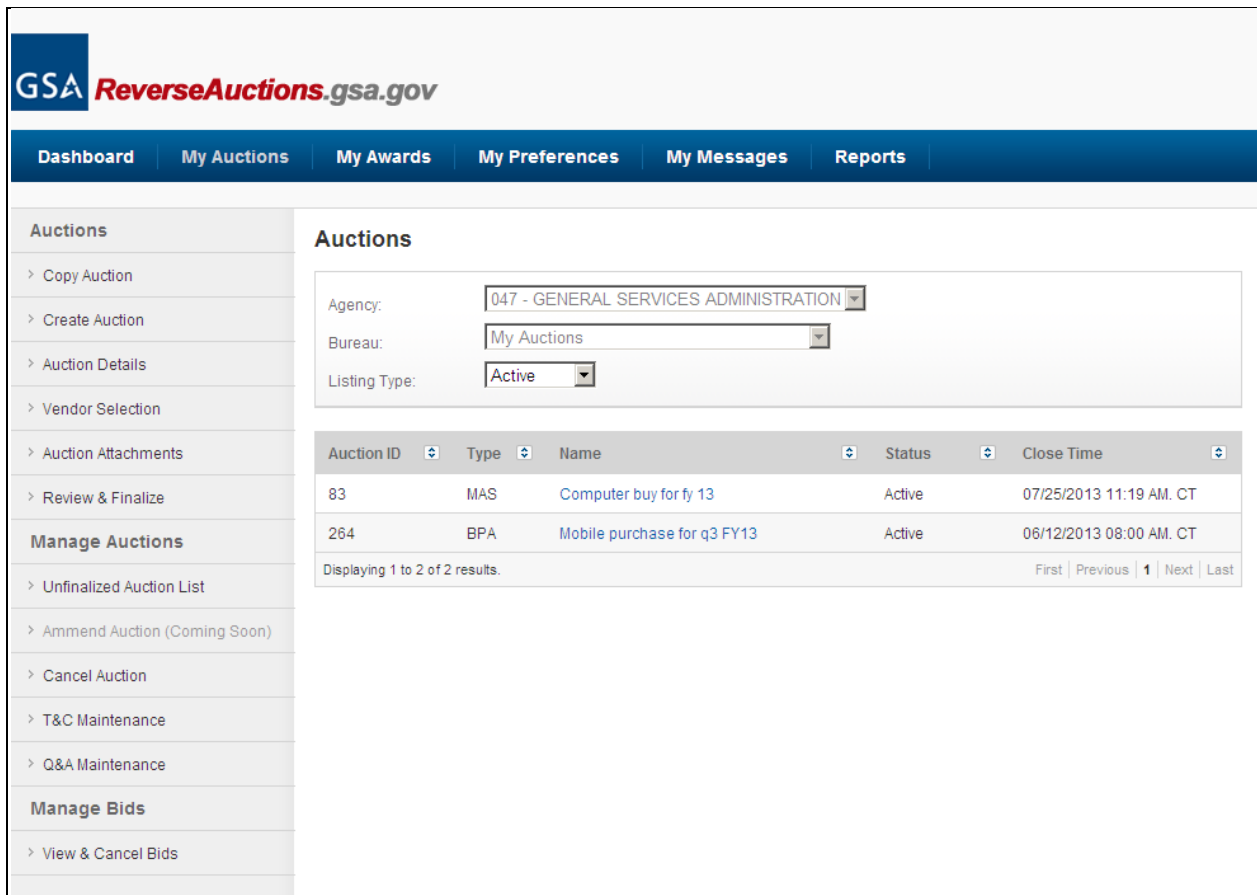
6.2 Cancel Auctions

The Cancel Auctions module allows a Buyer to Cancel or Terminate an Auction.

To Cancel an Auction:

1. Log into Reverse Auctions as a Buyer and click **My Auctions** on the menu bar at the top of the screen.

The **Auctions** screen, shown in Figure 6-4, will be displayed.



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Dashboard My Auctions My Awards My Preferences My Messages Reports

Auctions

Agency: 047 - GENERAL SERVICES ADMINISTRATION
 Bureau: My Auctions
 Listing Type: Active

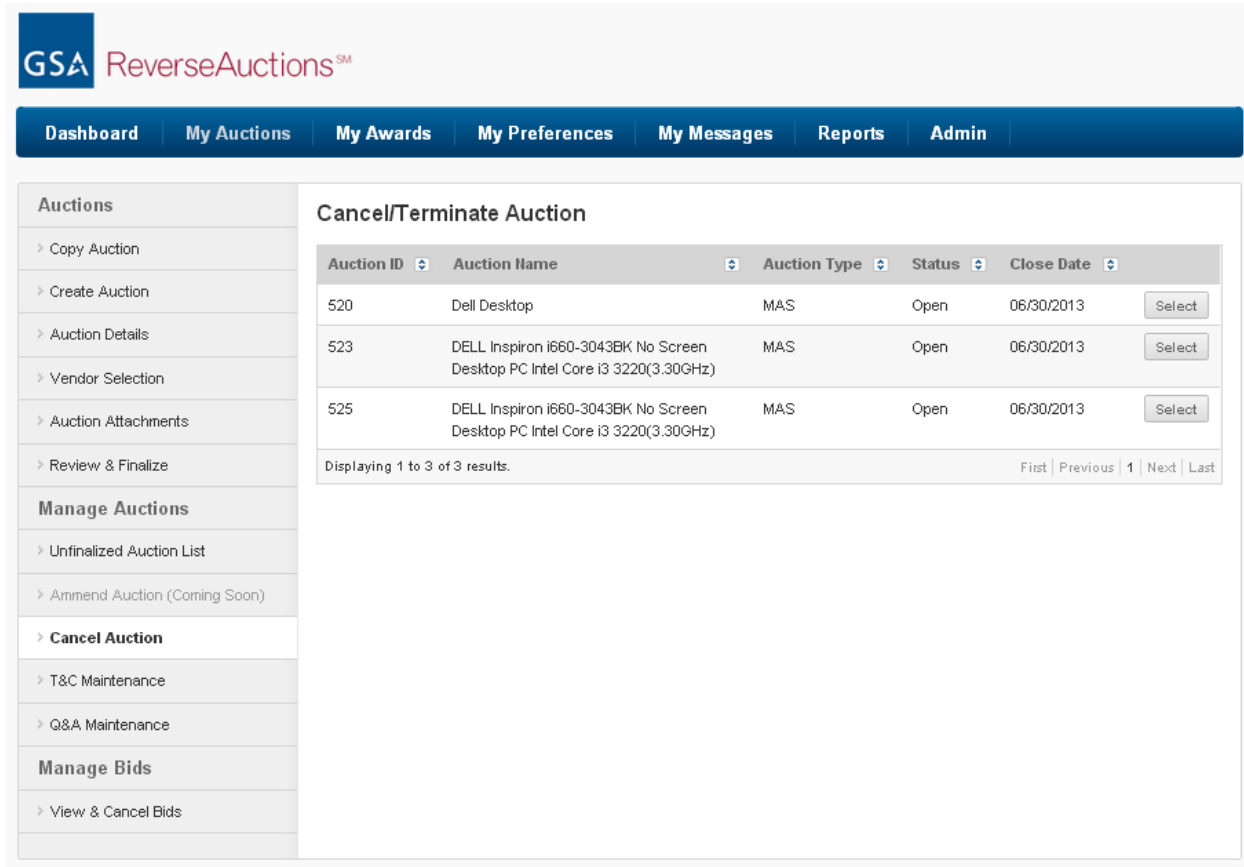
Auction ID	Type	Name	Status	Close Time
83	MAS	Computer buy for fy 13	Active	07/25/2013 11:19 AM. CT
264	BPA	Mobile purchase for q3 FY13	Active	06/12/2013 08:00 AM. CT

Displaying 1 to 2 of 2 results. First Previous 1 Next Last

Figure 6-4. Auctions

2. Click the **Cancel Auctions** link on the left of the screen.

The **Cancel/Terminate Auction** screen, shown in Figure 6-5, will display a list of Auctions In Progress.



Auctions

- > Copy Auction
- > Create Auction
- > Auction Details
- > Vendor Selection
- > Auction Attachments
- > Review & Finalize

Manage Auctions

- > Unfinalized Auction List
- > Amend Auction (Coming Soon)
- > **Cancel Auction**
- > T&C Maintenance
- > Q&A Maintenance

Manage Bids

- > View & Cancel Bids

Cancel/Terminate Auction

Auction ID	Auction Name	Auction Type	Status	Close Date	Select
520	Dell Desktop	MAS	Open	06/30/2013	Select
523	DELL Inspiron i660-3043BK No Screen Desktop PC Intel Core i3 3220(3.30GHz)	MAS	Open	06/30/2013	Select
525	DELL Inspiron i660-3043BK No Screen Desktop PC Intel Core i3 3220(3.30GHz)	MAS	Open	06/30/2013	Select

Displaying 1 to 3 of 3 results. First | Previous | 1 | Next | Last

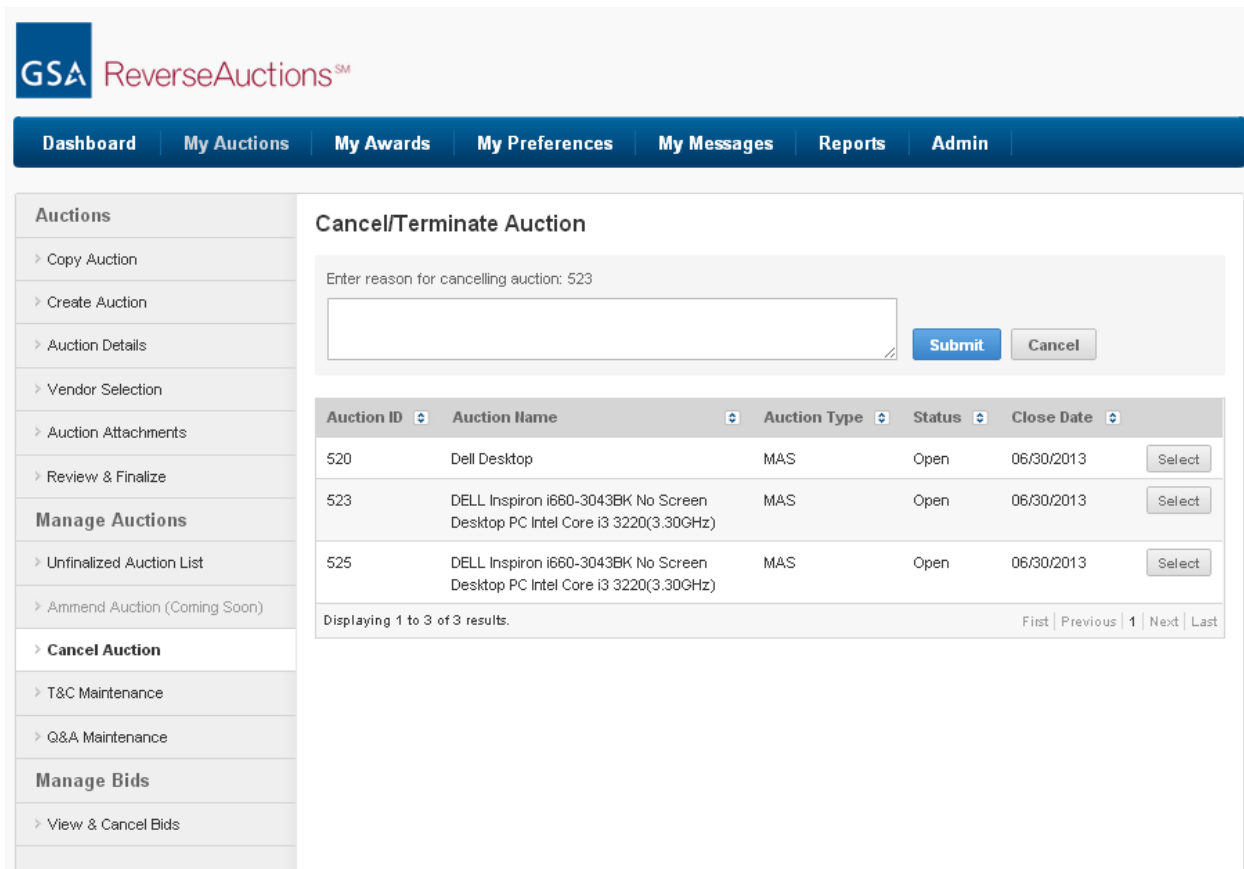
Figure 6-5. Cancel/Terminate Auction

- Click the **Select** button next to the Auction to be cancelled.

The message “Enter reason for cancelling auction: Auction ID” will be displayed above a text box where a buyer must enter the reason for auction cancellation as shown in Figure 6-6.

When the reason for cancellation has been entered click the **Submit** button to cancel the auction.

After the auction is canceled the reason for cancellation entered will be posted to the auction description and sent to all vendors that have participated in the auction in the cancellation email notification.



Auctions

- > Copy Auction
- > Create Auction
- > Auction Details
- > Vendor Selection
- > Auction Attachments
- > Review & Finalize

Manage Auctions

- > Unfinalized Auction List
- > Amend Auction (Coming Soon)
- > **Cancel Auction**
- > T&C Maintenance
- > Q&A Maintenance

Manage Bids

- > View & Cancel Bids

Cancel/Terminate Auction

Enter reason for cancelling auction: 523

Submit **Cancel**

Auction ID	Auction Name	Auction Type	Status	Close Date	
520	Dell Desktop	MAS	Open	06/30/2013	Select
523	DELL Inspiron i660-3043BK No Screen Desktop PC Intel Core i3 3220(3.30GHz)	MAS	Open	06/30/2013	Select
525	DELL Inspiron i660-3043BK No Screen Desktop PC Intel Core i3 3220(3.30GHz)	MAS	Open	06/30/2013	Select

Displaying 1 to 3 of 3 results. [First](#) | [Previous](#) | **1** | [Next](#) | [Last](#)

Figure 6-6. Cancel/Terminate Auction

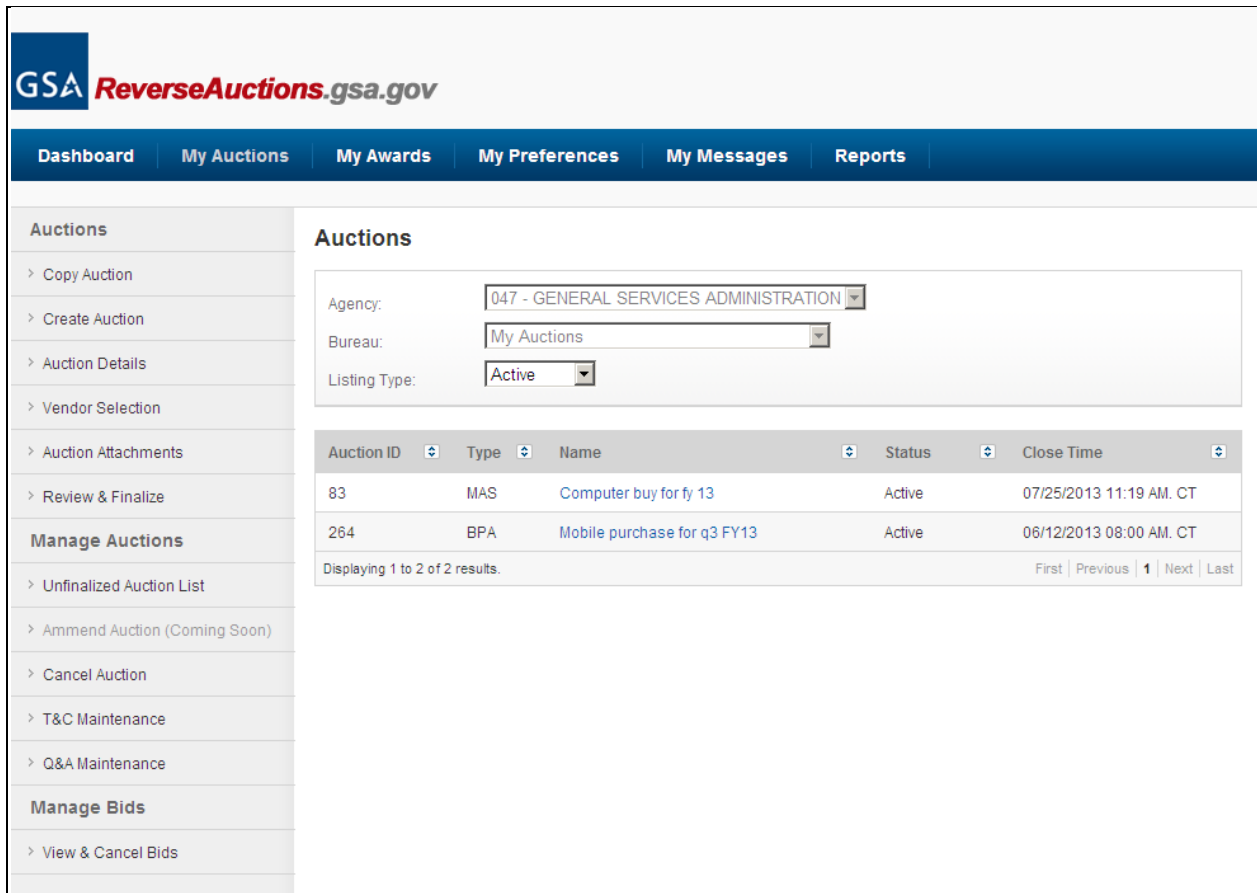
6.3 Q&A Maintenance

The Q&A module allows the Buyer to enter questions from Vendors about the Auction and provide answers, which will be accessible by the Vendors. The Buyer can also update existing entries.

To: maintain questions and answers:

1. Log into Reverse Auctions as a Buyer and click **My Auctions** on the menu bar at the top of the screen.

The **Auctions** screen, shown in Figure 6-7, will be displayed.



GSA ReverseAuctions.gsa.gov

Dashboard | My Auctions | My Awards | My Preferences | My Messages | Reports

Auctions

- > Copy Auction
- > Create Auction
- > Auction Details
- > Vendor Selection
- > Auction Attachments
- > Review & Finalize

Manage Auctions

- > Unfinalized Auction List
- > Amend Auction (Coming Soon)
- > Cancel Auction
- > T&C Maintenance
- > Q&A Maintenance

Manage Bids

- > View & Cancel Bids

Auctions

Agency: 047 - GENERAL SERVICES ADMINISTRATION

Bureau: My Auctions

Listing Type: Active

Auction ID	Type	Name	Status	Close Time
83	MAS	Computer buy for fy 13	Active	07/25/2013 11:19 AM. CT
264	BPA	Mobile purchase for q3 FY13	Active	06/12/2013 08:00 AM. CT

Displaying 1 to 2 of 2 results. First | Previous | 1 | Next | Last

Figure 6-7. Auctions

2. Click the **Q&A Maintenance** link on the left.

The **Q&A Maintenance** screen, shown in Figure 6-9, will display a list of the current Questions and Answers and will allow the Buyer to enter additional information.

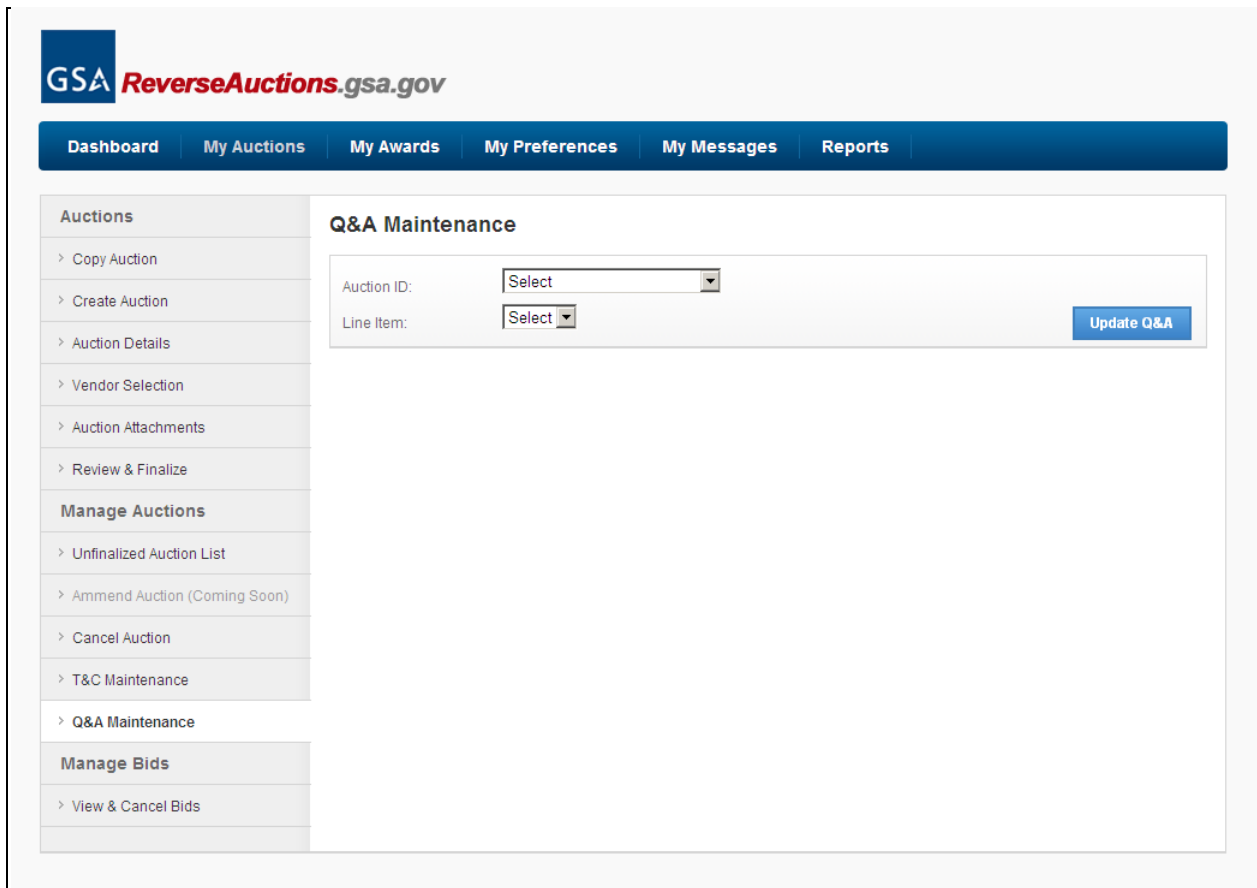
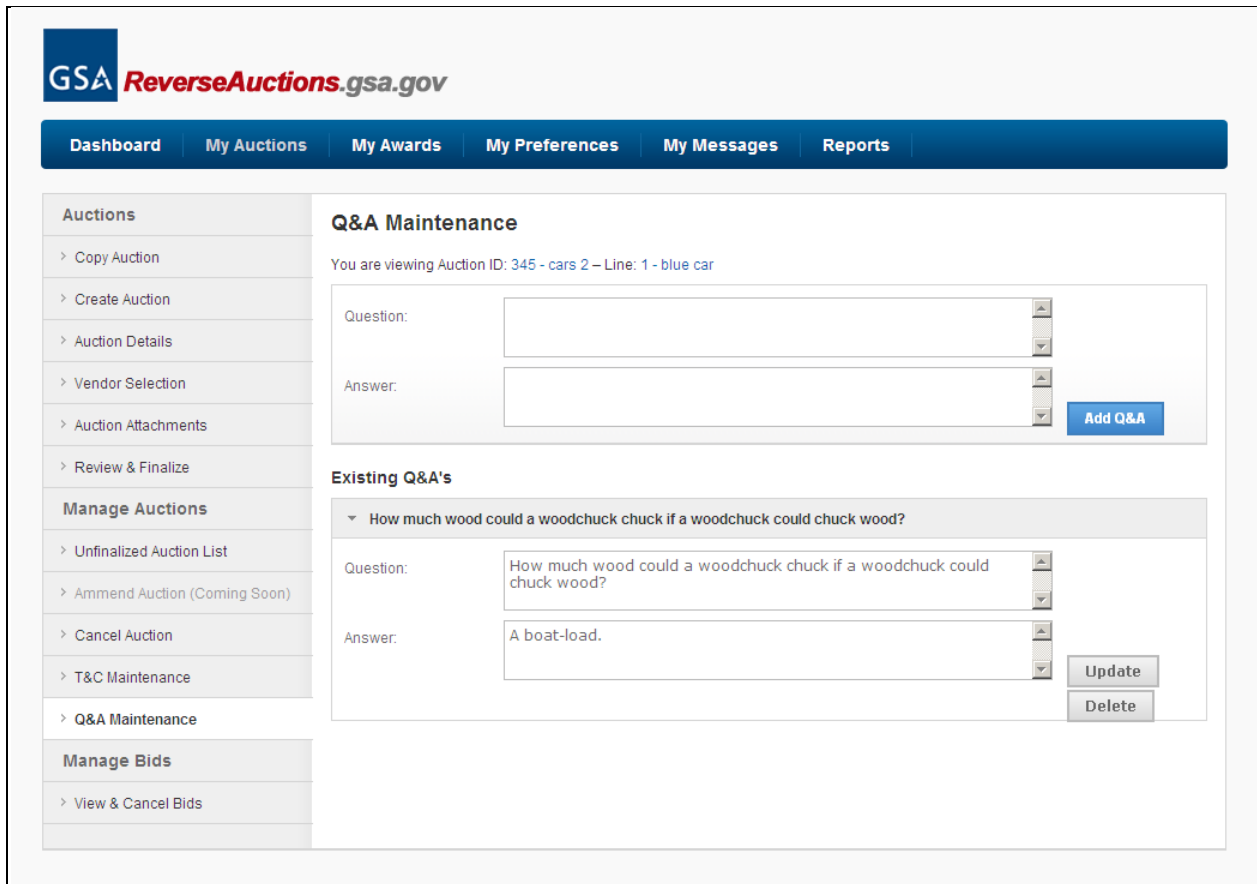


Figure 6-8. Q&A Maintenance

3. Select an Auction ID and Line Item from the drop-down lists and click the Update Q&A button.

The Q&A Maintenance screen, shown in Figure 6-9 will display a list of existing questions and answers and a blank Q&A template to let you add a new question and answer.



GSA ReverseAuctions.gsa.gov

Dashboard | My Auctions | My Awards | My Preferences | My Messages | Reports

Auctions

- > Copy Auction
- > Create Auction
- > Auction Details
- > Vendor Selection
- > Auction Attachments
- > Review & Finalize

Manage Auctions

- > Unfinalized Auction List
- > Amend Auction (Coming Soon)
- > Cancel Auction
- > T&C Maintenance
- > Q&A Maintenance

Manage Bids

- > View & Cancel Bids

Q&A Maintenance

You are viewing Auction ID: 345 - cars 2 - Line: 1 - blue car

Question:

Answer:

Add Q&A

Existing Q&A's

▼ How much wood could a woodchuck chuck if a woodchuck could chuck wood?

Question: How much wood could a woodchuck chuck if a woodchuck could chuck wood?

Answer: A boat-load.

Update **Delete**

Figure 6-9. Q&A Maintenance

- To add a Question, enter a new Question and Answer, and click the **Add Q&A** button.

The new Questions and Answers will be displayed in the Existing Q&A section.

- To update/delete existing Q&A's: make changes as necessary and then click the **Update/Delete** button.

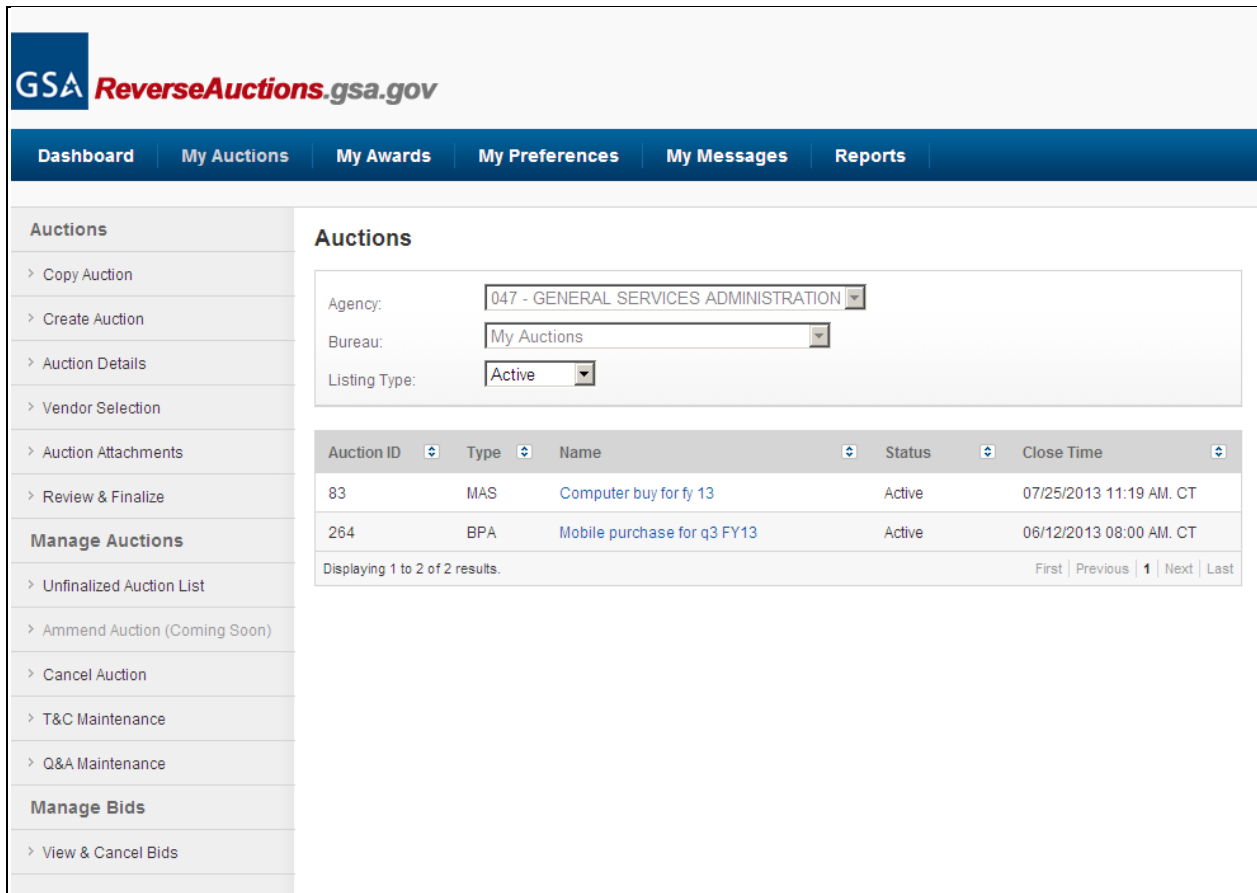
6.4 View and Cancel Bids

This module allows a buyer to view a list of active bids for an Auction and to cancel the lowest bid that has been placed in error by a vendor.

To view/cancel bids:

- Log into Reverse Auctions as a Buyer and click **My Auctions** on the menu bar at the top of the screen.

The **Auctions** screen, shown in Figure 6-10, will be displayed.



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Dashboard | My Auctions | My Awards | My Preferences | My Messages | Reports

Auctions

- > Copy Auction
- > Create Auction
- > Auction Details
- > Vendor Selection
- > Auction Attachments
- > Review & Finalize

Manage Auctions

- > Unfinalized Auction List
- > Amend Auction (Coming Soon)
- > Cancel Auction
- > T&C Maintenance
- > Q&A Maintenance

Manage Bids

- > View & Cancel Bids

Auctions

Agency: 047 - GENERAL SERVICES ADMINISTRATION

Bureau: My Auctions

Listing Type: Active

Auction ID	Type	Name	Status	Close Time
83	MAS	Computer buy for fy 13	Active	07/25/2013 11:19 AM. CT
264	BPA	Mobile purchase for q3 FY13	Active	06/12/2013 08:00 AM. CT

Displaying 1 to 2 of 2 results. First | Previous | 1 | Next | Last

Figure 6-10. Auctions

- Click the **View and Cancel Bids** link on the left, under Manage Bids.

The **View & Cancel Bids – Search** screen, shown in Figure 6-11, will be displayed.

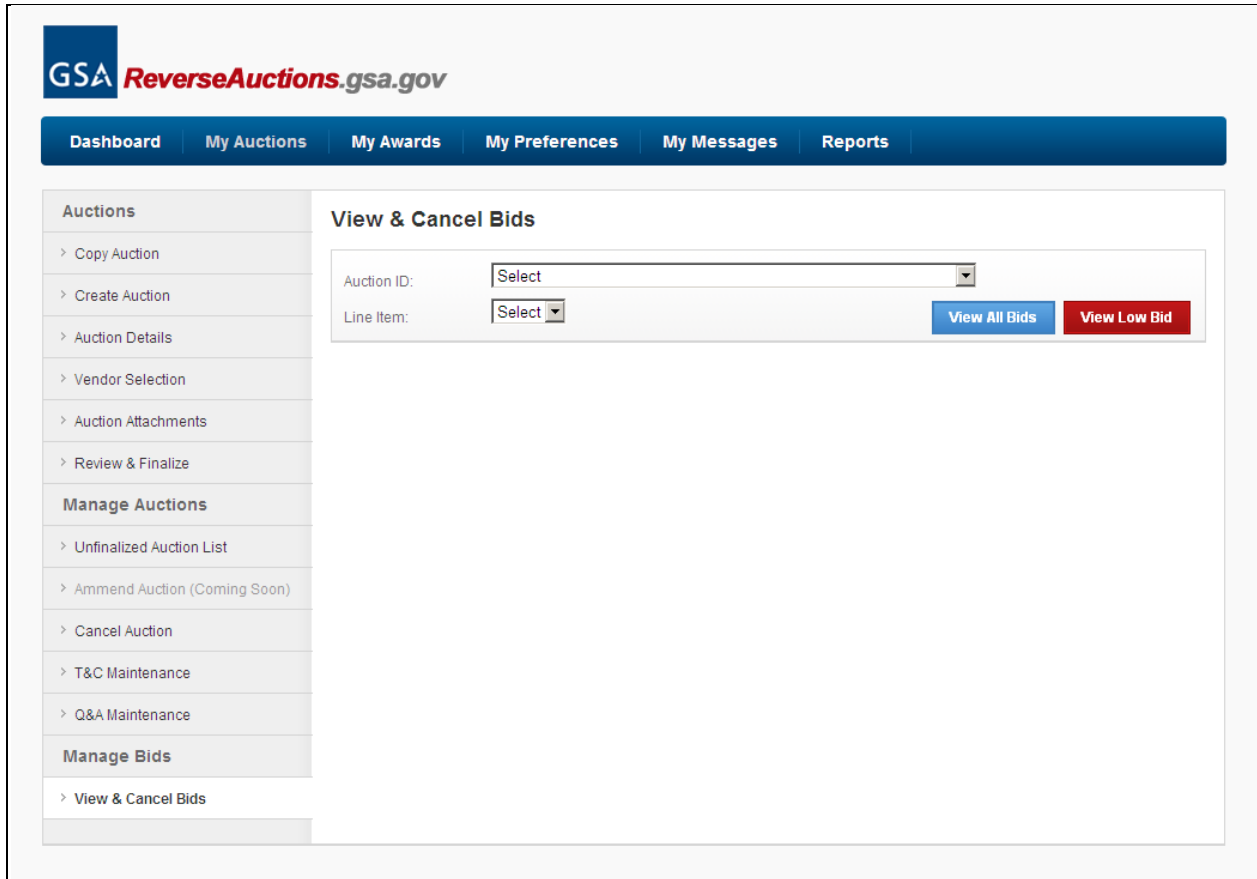



Figure 6-11. View and Cancel Bids – Search

3. Select an **Auction ID** and a **Line Item** from the drop-down lists, and then click the **View All Bids** button to display all of the bids for the selected Line Item, or click the **View Low Bid** button to display only the lowest bid.

The View All Bids screen, shown in Figure 6-12, will only allow you to view the bids for the line item.

The View Low Bid screen, shown in Figure 6-13 will allow you to cancel the lowest bid.



[Dashboard](#)
[My Auctions](#)
[My Awards](#)
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[My Messages](#)

Auctions

- > Copy Auction
- > Create Auction
- > Auction Details
- > Vendor Selection
- > Review & Finalize
- > Auction Attachments

Manage Auctions

- > Update Auction
- > Cancel Auction
- > T&C Maintenance
- > Q&A Maintenance

Manage Bids

- > View & Cancel Bids

View & Cancel Bids

Auction ID:

Line Item:
[View All Bids](#)
[View Low Bid](#)

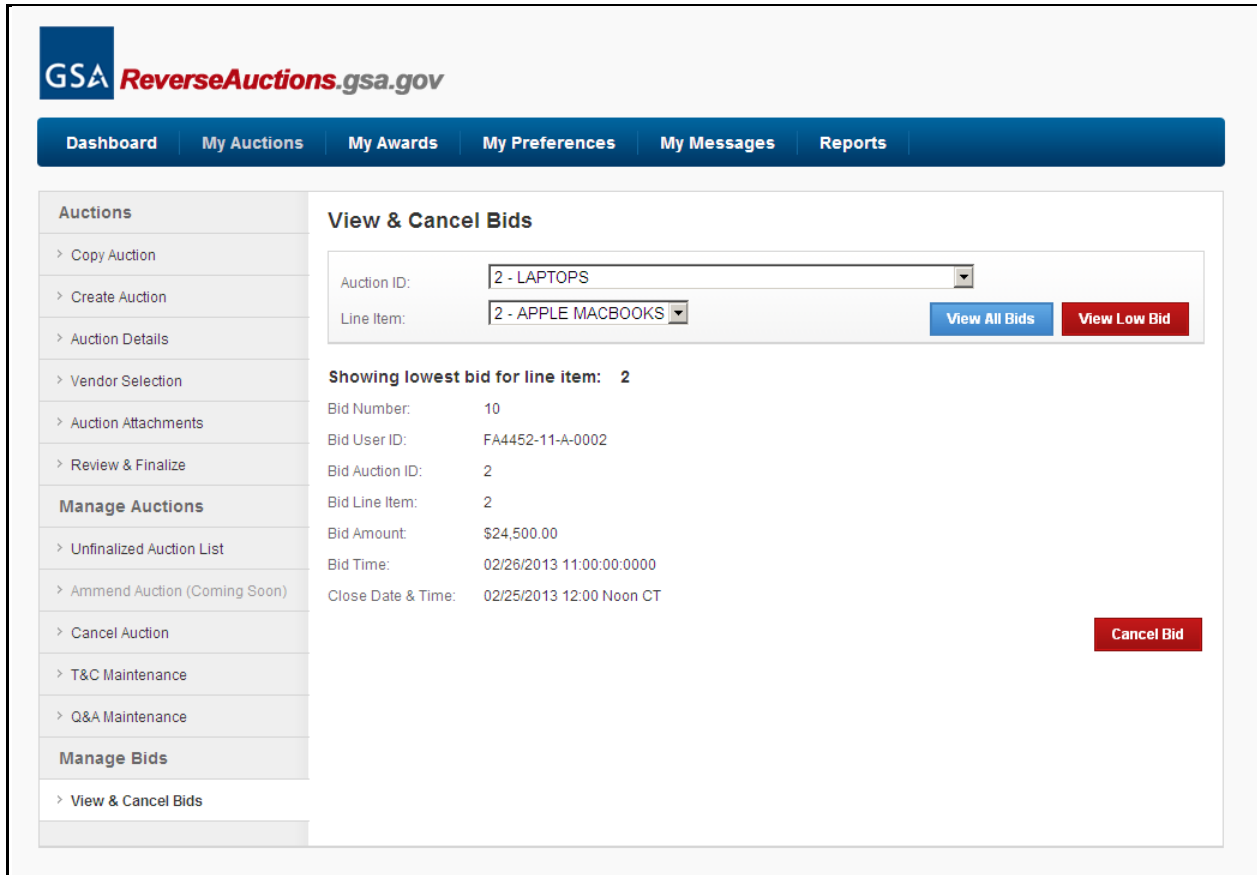
Showing all bids for line item:

Auction ID: 13
Line Item: 1
Name: 300 Macbooks
Start Time: 04/18/2013 14:00 PM CT
Status: Active
Reserve Price: \$10,000.00
Bidder: 3
Close Time: 04/25/2013 14:00 PM CT

Vendor ID/Name/IP Address	Bid Type	Bid Status	Bid ID	Bid Date	Bid Time	Bid Amount	Bid Proxy Amount
GS-26F-Y0031 172.27.177.122	Proxy	Active	34	04/23/2013	14:16:48.2323	\$10,000.00	\$9,800.00
GS-26F-Y0024 HIGH PLAINS COMPUTING, INC. 172.27.177.122	Proxy	Active	29	04/19/2013	12:29:04.0096	\$11,000.00	\$10,500.00

Displaying 1 to 2 of 2 results.
[First](#)
[Previous](#)
[1](#)
[Next](#)
[Last](#)

Figure 6-12. View All Bids



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Dashboard | My Auctions | My Awards | My Preferences | My Messages | Reports

Auctions

- > Copy Auction
- > Create Auction
- > Auction Details
- > Vendor Selection
- > Auction Attachments
- > Review & Finalize

Manage Auctions

- > Unfinalized Auction List
- > Amend Auction (Coming Soon)
- > Cancel Auction
- > T&C Maintenance
- > Q&A Maintenance

Manage Bids

- > View & Cancel Bids

View & Cancel Bids

Auction ID: 2 - LAPTOPS

Line Item: 2 - APPLE MACBOOKS

[View All Bids](#) [View Low Bid](#)

Showing lowest bid for line item: 2

Bid Number:	10
Bid User ID:	FA4452-11-A-0002
Bid Auction ID:	2
Bid Line Item:	2
Bid Amount:	\$24,500.00
Bid Time:	02/26/2013 11:00:00:0000
Close Date & Time:	02/25/2013 12:00 Noon CT

[Cancel Bid](#)

Figure 6-13. View Low Bid

- To cancel the lowest bid, click the **Cancel Bid** button.
- Fill out the cancellation justification.
- The bid will be cancelled and the next lowest bid will become the Low Bid.

7 Awards

The Awards module allows a Buyer to view Completed and Pending Awards, and to Finalize Awards that are Pending. Once awards for all of the Line Items in an auction have been made, the buyer can review and finalize the awards and selected vendors will be notified.

7.1 Making Awards

This module describes how to award Line Items in an auction to single or multiple vendors.

7.1.1 Multiple Awards

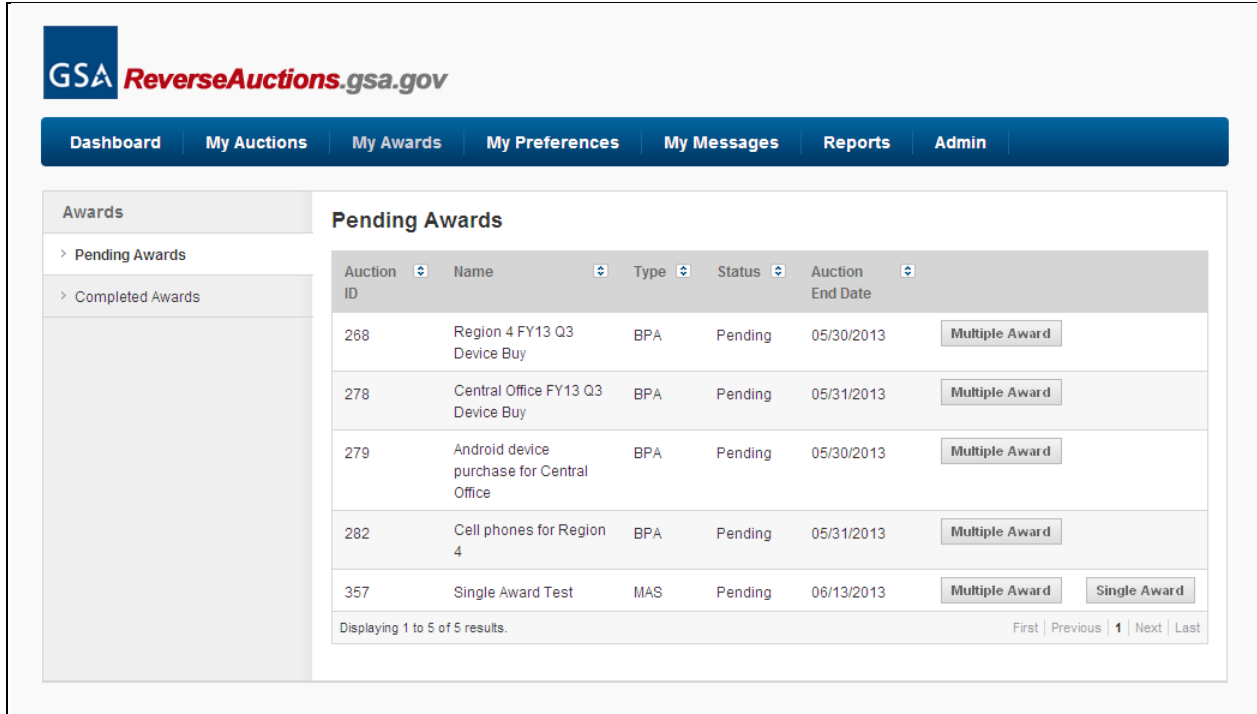
The Multiple Awards functionality allows a Buyer to award Line Items in an auction to multiple vendors.

To make an Award to Multiple Vendors:

1. Log into Reverse Auctions as a Buyer, and click **My Awards** on the menu bar at the top of the screen.

The **Pending Awards** screen, shown in Figure 7-1, will display a list of Auctions for which the awards have not been finalized. (If the Completed Awards screen is displayed, click the Pending Awards selection under Awards on the left of the screen.)

If all of the Line Items in an Auction have bids, both the Multiple Award and the Single Award button will be displayed. If one or more Line Items do not have a bid, only the Multiple Award button will be displayed. The Single Award button allows the buyer to award all of the Line Items in an auction to a single vendor at once. The Multiple Award button allows the buyer to award Line Items in an auction to multiple vendors.




Auction ID	Name	Type	Status	Auction End Date	Multiple Award	Single Award
268	Region 4 FY13 Q3 Device Buy	BPA	Pending	05/30/2013	Multiple Award	
278	Central Office FY13 Q3 Device Buy	BPA	Pending	05/31/2013	Multiple Award	
279	Android device purchase for Central Office	BPA	Pending	05/30/2013	Multiple Award	
282	Cell phones for Region 4	BPA	Pending	05/31/2013	Multiple Award	
357	Single Award Test	MAS	Pending	06/13/2013	Multiple Award	Single Award

Displaying 1 to 5 of 5 results. First | Previous | 1 | Next | Last

Figure 7-1. Pending Awards

2. To award the Line Items in an auction to multiple vendors, click the **Multiple Award** button next to the Auction to be awarded.

The **Finalize Award** screen, shown in Figure 7-2, will display all of the Line Items in the selected Auction. Line Items that have been awarded will have a View Award button on the right side of the screen, and those have not been awarded will have a Make Award button.



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Dashboard My Auctions My Awards My Preferences My Messages Reports Admin

Awards

- > Pending Awards
- > Completed Awards

Finalize Award

Auction ID: 282
Auction Type: BPA
Auction Name: Cell phones for Region 4
Alternative ID:
Auction End Date: 05/31/2013

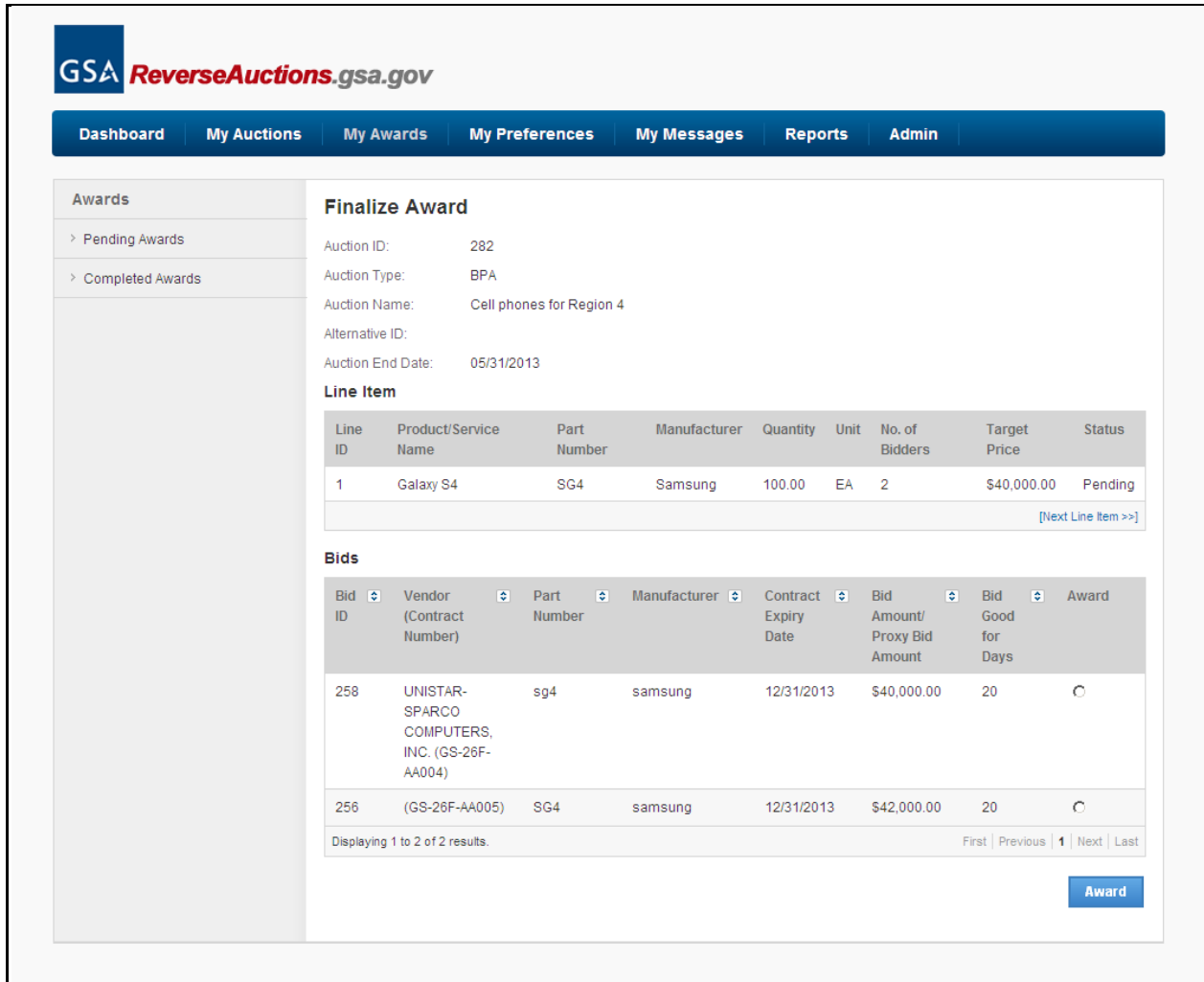
Line Item

Line ID	Product/Service Name	Part Number	Manufacturer	Quantity	Unit	No. of Bidders	Target Price	
1	Galaxy S4	SG4	Samsung	100.00	EA	2	\$40,000.00	Make Award
2	LG Spectrum 2	LGSP2	LG	50.00	EA	0	\$20,000.00	

Figure 7-2.Finalize Award

3. Click the **Make Award** button next to the Line Item to be awarded.

The Finalize Award screen, shown in Figure 7-3, will display Line Item and bidding details and allow you to select the vendor to award the Line Item to.



Awards

- > Pending Awards
- > Completed Awards

Finalize Award

Auction ID: 282
Auction Type: BPA
Auction Name: Cell phones for Region 4
Alternative ID:
Auction End Date: 05/31/2013

Line Item

Line ID	Product/Service Name	Part Number	Manufacturer	Quantity	Unit	No. of Bidders	Target Price	Status
1	Galaxy S4	SG4	Samsung	100.00	EA	2	\$40,000.00	Pending

[\[Next Line Item >>\]](#)

Bids

Bid ID	Vendor (Contract Number)	Part Number	Manufacturer	Contract Expiry Date	Bid Amount/Proxy Bid Amount	Bid Good for Days	Award
258	UNISTAR-SPARCO COMPUTERS, INC. (GS-26F-AA004)	sg4	samsung	12/31/2013	\$40,000.00	20	<input type="radio"/>
256	(GS-26F-AA005)	SG4	samsung	12/31/2013	\$42,000.00	20	<input type="radio"/>

Displaying 1 to 2 of 2 results. [First](#) [Previous](#) [1](#) [Next](#) [Last](#)

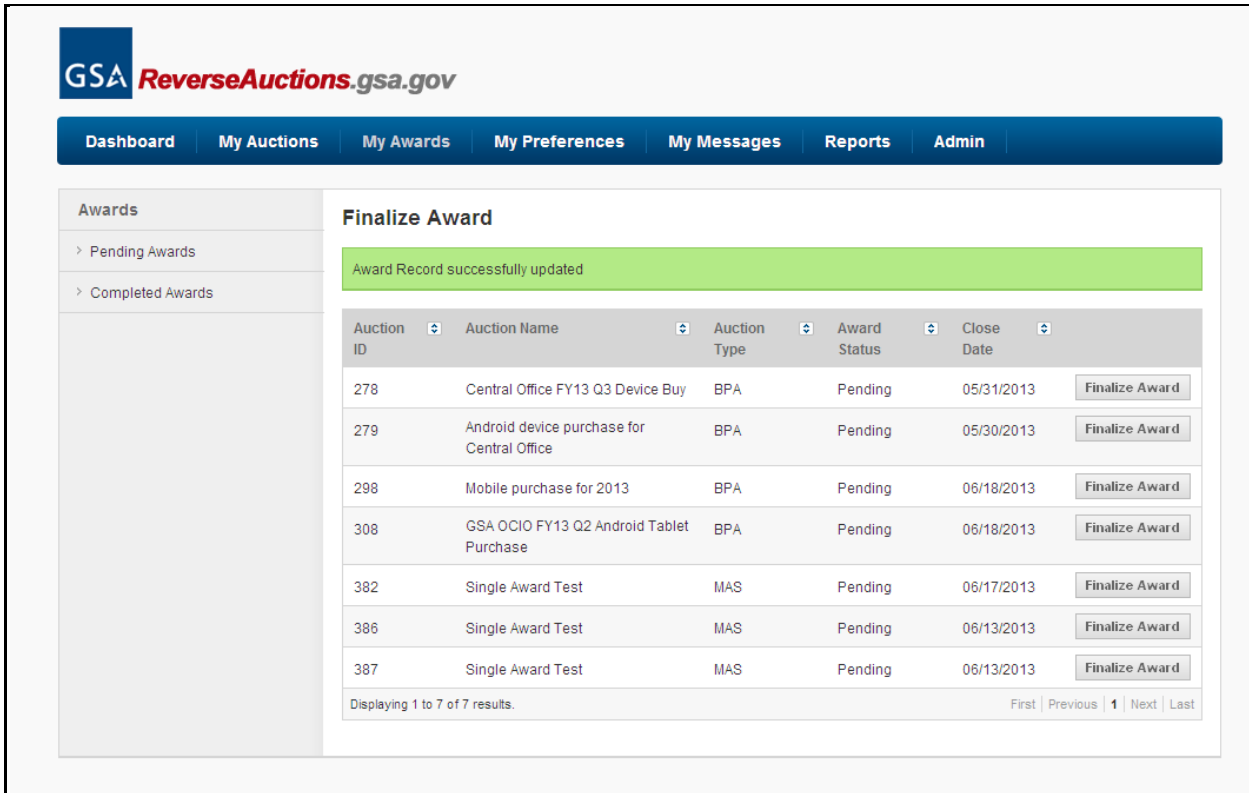
Award

Figure 7-3. Finalize Award

- Click the radio button for the vendor(s) which is/are to receive the award (s) and then click the **Award** button.

The Line Item will be awarded, and the Award Finalized screen, shown in Figure 7-4, will display the message: **Award Record successfully updated.**

The auction will be removed from the Pending Awards list and will appear in the Completed Awards list.



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Dashboard My Auctions My Awards My Preferences My Messages Reports Admin

Awards

- > Pending Awards
- > Completed Awards


Finalize Award

Award Record successfully updated

Auction ID	Auction Name	Auction Type	Award Status	Close Date	
278	Central Office FY13 Q3 Device Buy	BPA	Pending	05/31/2013	Finalize Award
279	Android device purchase for Central Office	BPA	Pending	05/30/2013	Finalize Award
298	Mobile purchase for 2013	BPA	Pending	06/18/2013	Finalize Award
308	GSA OCIO FY13 Q2 Android Tablet Purchase	BPA	Pending	06/18/2013	Finalize Award
382	Single Award Test	MAS	Pending	06/17/2013	Finalize Award
386	Single Award Test	MAS	Pending	06/13/2013	Finalize Award
387	Single Award Test	MAS	Pending	06/13/2013	Finalize Award

Displaying 1 to 7 of 7 results. First Previous 1 Next Last

Figure 7-4. Award Finalized



[Dashboard](#)
[My Auctions](#)
[My Awards](#)
[My Preferences](#)
[My Messages](#)
[Reports](#)
[Admin](#)

Awards

- > Pending Awards
- > Completed Awards

Finalize Award

Auction ID: 387

Auction Type: MAS

Auction Name: Single Award Test

Alternative ID:

Auction End Date: 06/13/2013

Line Item

Line ID	Product/Service Name	Part Number	Manufacturer	Quantity	Unit	No. of Bidders	Target Price	
1	Dell 1	Dell 1	Dell 1	10.00	EA	0	\$8,000.00	Make Award
2	Dell 2	Dell 2	Dell 2	10.00	EA	0	\$18,000.00	Make Award
3	Dell 3	Dell 3	Dell 3	100.00	EA	0	\$25,000.00	Make Award
4	Dell 4	Dell 4	Dell 4	100.00	EA	0	\$35,000.00	Make Award
5	Dell 5	Dell 5	Dell 5	30.00	EA	0	\$35,000.00	Make Award
6	Dell 6	Dell 6	Dell 6	10.00	EA	0	\$19,000.00	Make Award
7	Dell 7	Dell 7	Dell 7	100.00	EA	0	\$17,000.00	Make Award
8	Dell 8	Dell 8	Dell 8	100.00	EA	0	\$28,000.00	Make Award
9	Dell 9	Dell 9	Dell 9	100.00	EA	0	\$20,000.00	Make Award
10	Dell 10	Dell 10	Dell 10	100.00	EA	0	\$29,000.00	Make Award
11	Dell 11	Dell 11	Dell 11	10.00	EA	0	\$18,000.00	Make Award
12	Dell 12	Dell 12	Dell 12	100.00	EA	0	\$29,000.00	Make Award

7.1.2 Single Award

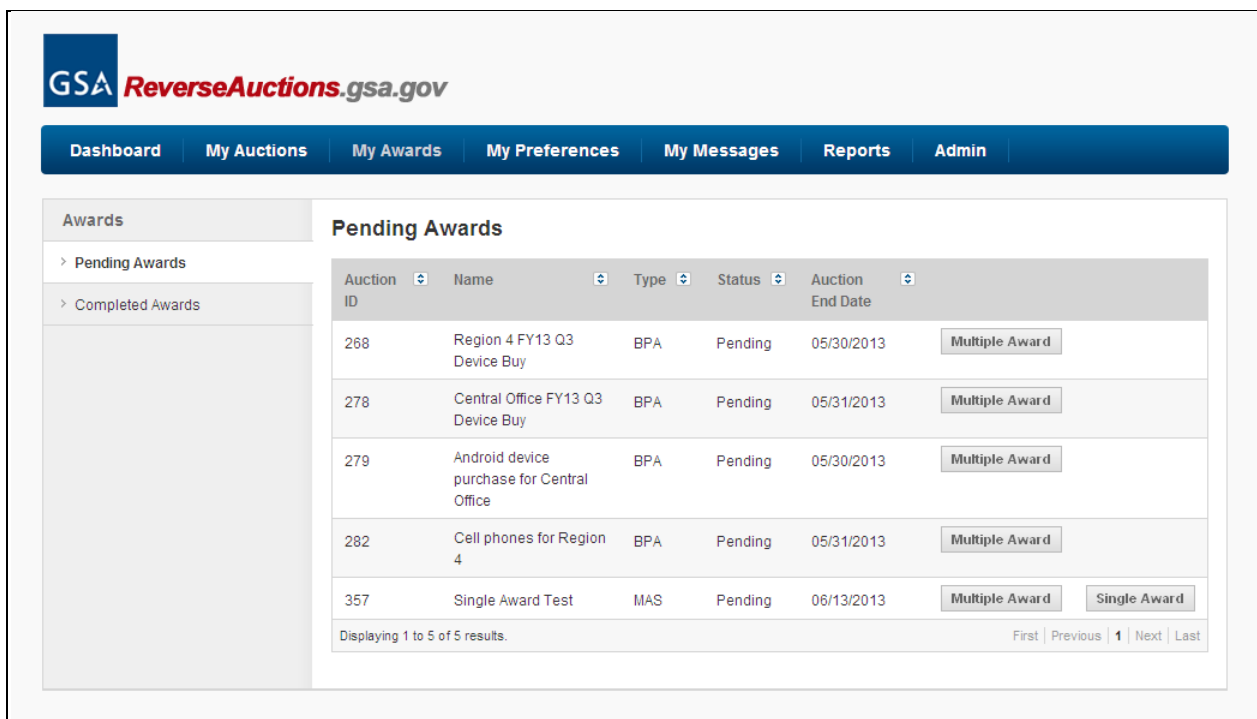
The Single Award functionality allows a Buyer to award all of the Line Items in an auction to a single vendor.

To make an Award to a Single Vendor:

1. Log into Reverse Auctions as a Buyer, and click **My Awards** on the menu bar at the top of the screen.

The **Pending Awards** screen, shown in Figure 7-1, will display a list of Auctions for which the awards have not been finalized. (If the Completed Awards screen is displayed, click the Pending Awards menu selection under Awards on the left of the screen.)

If all of the Line Items in an Auction have bids, both the Multiple Award and the Single Award button will be displayed. If one or more Line Items do not have a bid, only the Multiple Award button will be displayed. The Single Award button allows the buyer to award all of the Line Items in an auction to a single vendor at once. The Multiple Award button allows the buyer to award Line Items in an auction to multiple vendors.

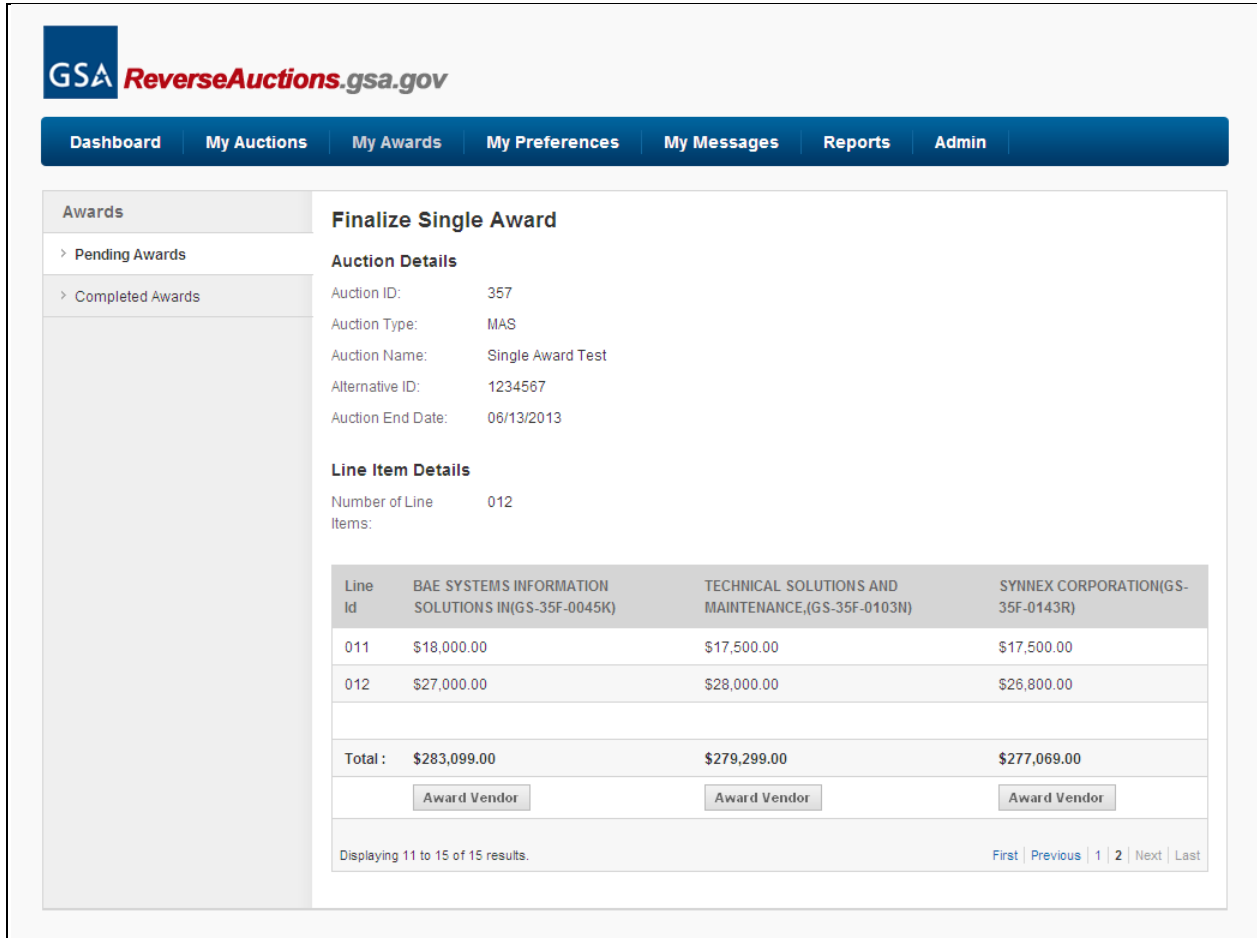


Auction ID	Name	Type	Status	Auction End Date	Multiple Award	Single Award
268	Region 4 FY13 Q3 Device Buy	BPA	Pending	05/30/2013	Multiple Award	
278	Central Office FY13 Q3 Device Buy	BPA	Pending	05/31/2013	Multiple Award	
279	Android device purchase for Central Office	BPA	Pending	05/30/2013	Multiple Award	
282	Cell phones for Region 4	BPA	Pending	05/31/2013	Multiple Award	
357	Single Award Test	MAS	Pending	06/13/2013	Multiple Award	Single Award

Figure 7-5. Pending Awards

2. To award the Line Items in an auction to a single vendor, click the **Single Award** button next to the Auction to be awarded.

The **Finalize Single Award** screen, shown in Figure 7-6, will be displayed. The screen will display all of the Line Items in the Auction with vendor bids for each Line Item and a total for each vendor.



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Dashboard My Auctions My Awards My Preferences My Messages Reports Admin

Awards

- > Pending Awards
- > Completed Awards

Finalize Single Award

Auction Details

Auction ID: 357
Auction Type: MAS
Auction Name: Single Award Test
Alternative ID: 1234567
Auction End Date: 06/13/2013

Line Item Details

Number of Line Items: 012

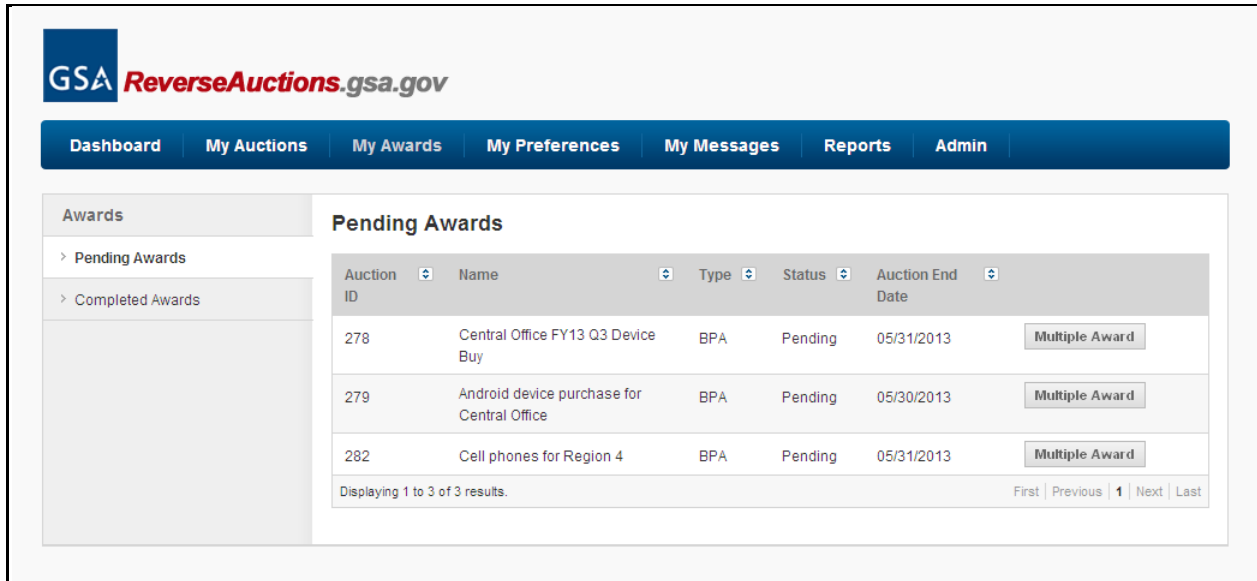
Line Id	BAE SYSTEMS INFORMATION SOLUTIONS IN(GS-35F-0045K)	TECHNICAL SOLUTIONS AND MAINTENANCE,(GS-35F-0103N)	SYNEX CORPORATION(GS-35F-0143R)
011	\$18,000.00	\$17,500.00	\$17,500.00
012	\$27,000.00	\$28,000.00	\$26,800.00
Total :	\$283,099.00	\$279,299.00	\$277,069.00
	<input type="button" value="Award Vendor"/>	<input type="button" value="Award Vendor"/>	<input type="button" value="Award Vendor"/>

Displaying 11 to 15 of 15 results. [First](#) | [Previous](#) | [1](#) | [2](#) | [Next](#) | [Last](#)

Figure 7-6. Finalize Single Award

- Click the **Award Vendor** button below the vendor to receive the award for all of the Line Items.

The Line Items will be awarded and the Pending Awards screen, shown in Figure 7-7, will display the remaining Auctions to be awarded.



Auction ID	Name	Type	Status	Auction End Date	
278	Central Office FY13 Q3 Device Buy	BPA	Pending	05/31/2013	Multiple Award
279	Android device purchase for Central Office	BPA	Pending	05/30/2013	Multiple Award
282	Cell phones for Region 4	BPA	Pending	05/31/2013	Multiple Award

Displaying 1 to 3 of 3 results. [First](#) | [Previous](#) | [1](#) | [Next](#) | [Last](#)

Figure 7-7. Pending Awards

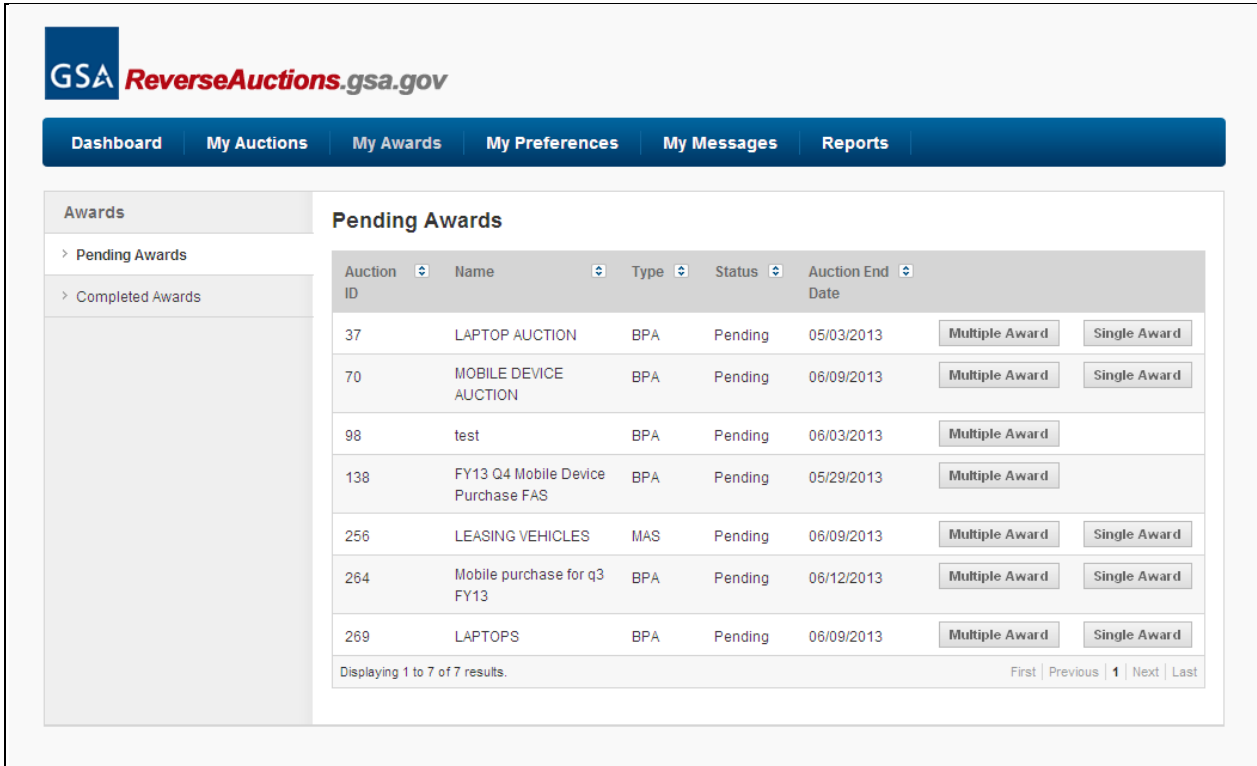
7.2 Completed Awards

This section allows a Buyer to view the bidding and award status for an auction that has ended.

To review Finalized Awards:

1. Log into Reverse Auctions as a Buyer, and click **My Awards** on the menu bar at the top of the screen.

The Pending Awards screen, shown in Figure 7-8, will be displayed.



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Dashboard My Auctions My Awards My Preferences My Messages Reports

Awards

- > Pending Awards
- > Completed Awards

Pending Awards

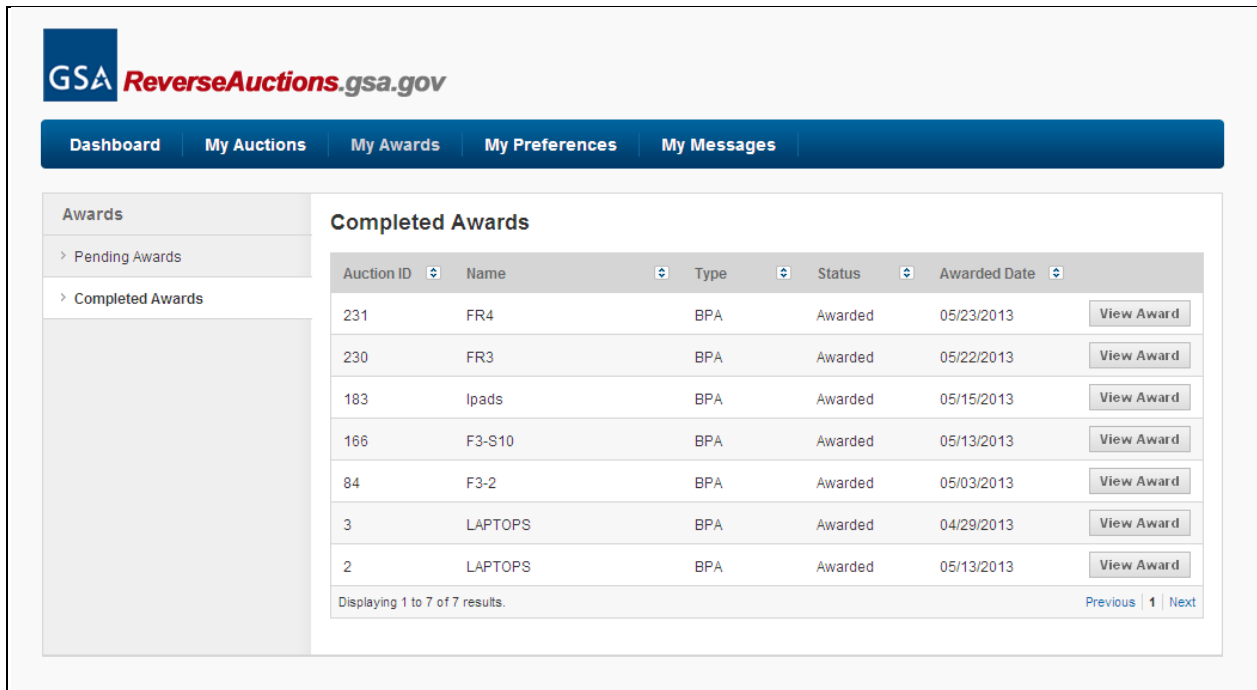
Auction ID	Name	Type	Status	Auction End Date		
37	LAPTOP AUCTION	BPA	Pending	05/03/2013	Multiple Award	Single Award
70	MOBILE DEVICE AUCTION	BPA	Pending	06/09/2013	Multiple Award	Single Award
98	test	BPA	Pending	06/03/2013	Multiple Award	
138	FY13 Q4 Mobile Device Purchase FAS	BPA	Pending	05/29/2013	Multiple Award	
256	LEASING VEHICLES	MAS	Pending	06/09/2013	Multiple Award	Single Award
264	Mobile purchase for q3 FY13	BPA	Pending	06/12/2013	Multiple Award	Single Award
269	LAPTOPS	BPA	Pending	06/09/2013	Multiple Award	Single Award

Displaying 1 to 7 of 7 results. First Previous 1 Next Last

Figure 7-8. Pending Awards

- Click the **Completed Awards** selection on the left of the screen.

The **Completed Awards** screen, shown in Figure 7-9, will display a list of Auctions that have been awarded.



Awards

- > Pending Awards
- > Completed Awards

Completed Awards

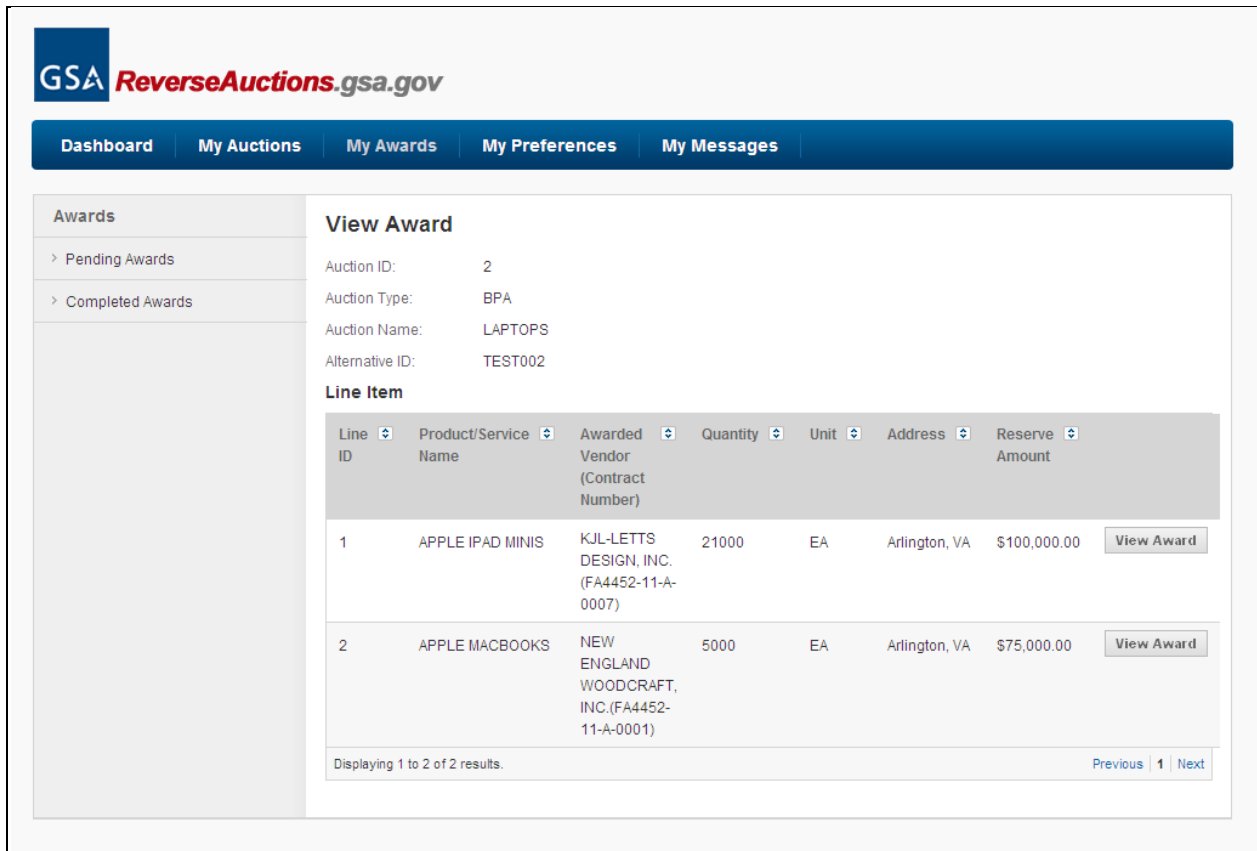
Auction ID	Name	Type	Status	Awarded Date	
231	FR4	BPA	Awarded	05/23/2013	View Award
230	FR3	BPA	Awarded	05/22/2013	View Award
183	Ipads	BPA	Awarded	05/15/2013	View Award
166	F3-S10	BPA	Awarded	05/13/2013	View Award
84	F3-2	BPA	Awarded	05/03/2013	View Award
3	LAPTOPS	BPA	Awarded	04/29/2013	View Award
2	LAPTOPS	BPA	Awarded	05/13/2013	View Award

Displaying 1 to 7 of 7 results. [Previous](#) | 1 | [Next](#)

Figure 7-9. Awarded Auctions

- Click the **View Award** button for the Auction for which you want to view an Awards.

The View Award screen, shown in Figure 7-10, will display the Line Items in the Auction and allow you to view the awards for each Line Item.



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Dashboard | My Auctions | My Awards | My Preferences | My Messages

Awards

- > Pending Awards
- > Completed Awards

View Award

Auction ID: 2
Auction Type: BPA
Auction Name: LAPTOPS
Alternative ID: TEST002

Line Item

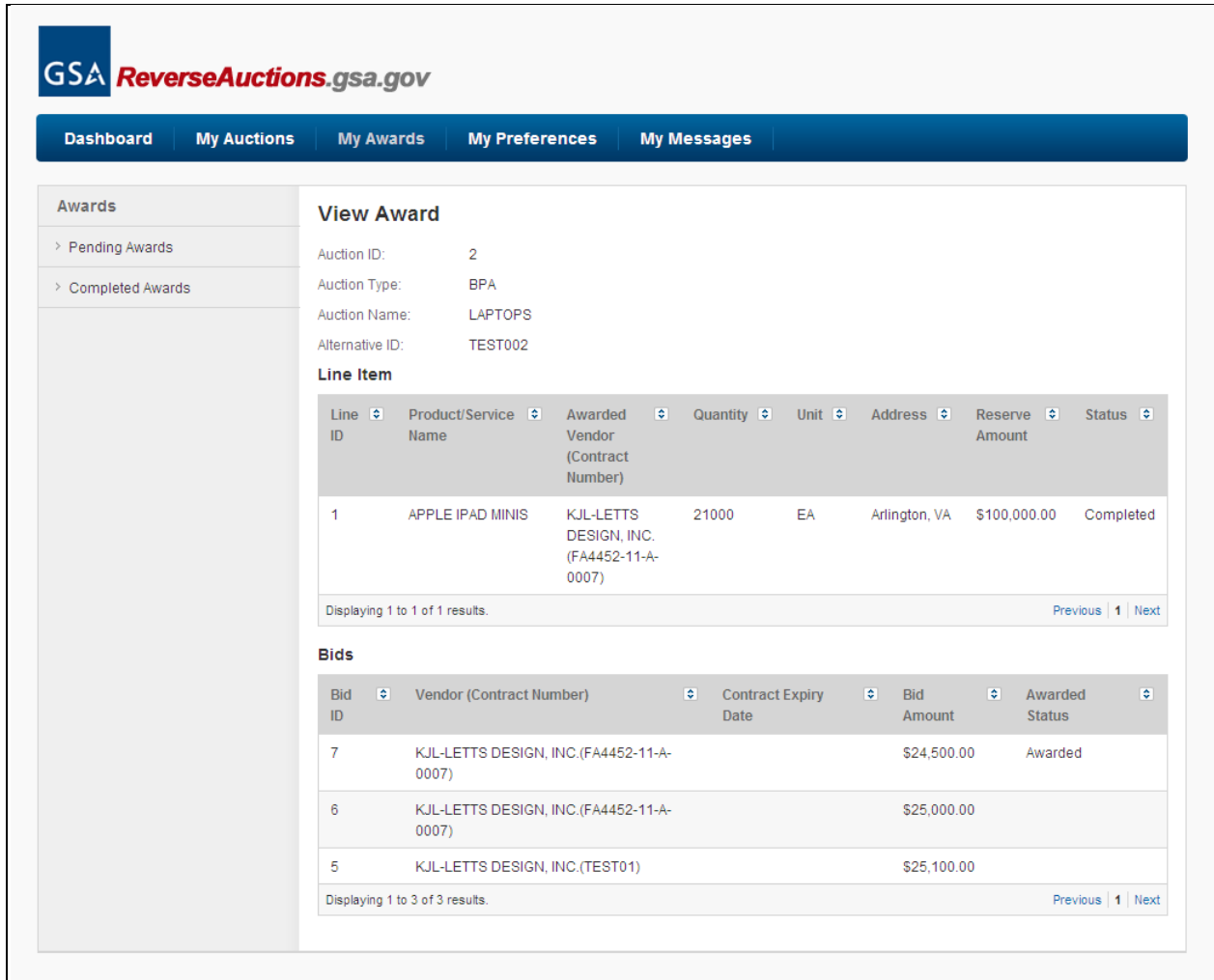
Line ID	Product/Service Name	Awarded Vendor (Contract Number)	Quantity	Unit	Address	Reserve Amount	
1	APPLE IPAD MINIS	KJL-LETTS DESIGN, INC. (FA4452-11-A-0007)	21000	EA	Arlington, VA	\$100,000.00	View Award
2	APPLE MACBOOKS	NEW ENGLAND WOODCRAFT, INC. (FA4452-11-A-0001)	5000	EA	Arlington, VA	\$75,000.00	View Award

Displaying 1 to 2 of 2 results. [Previous](#) | **1** | [Next](#)

Figure 7-10. View Award

- To view the awards for specific Line Items in the Auction, click the **View Award** button next to the Auction ID.

The **View Award** screen, shown in Figure 7-11, will display the Line Item and allow you to view Bidding Details for each Line Item.



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Dashboard | My Auctions | My Awards | My Preferences | My Messages

Awards

- > Pending Awards
- > Completed Awards

View Award

Auction ID: 2
Auction Type: BPA
Auction Name: LAPTOPS
Alternative ID: TEST002

Line Item

Line ID	Product/Service Name	Awarded Vendor (Contract Number)	Quantity	Unit	Address	Reserve Amount	Status
1	APPLE IPAD MINIS	KJL-LETTS DESIGN, INC. (FA4452-11-A-0007)	21000	EA	Arlington, VA	\$100,000.00	Completed

Displaying 1 to 1 of 1 results. [Previous](#) | [1](#) | [Next](#)

Bids

Bid ID	Vendor (Contract Number)	Contract Expiry Date	Bid Amount	Awarded Status
7	KJL-LETTS DESIGN, INC. (FA4452-11-A-0007)		\$24,500.00	Awarded
6	KJL-LETTS DESIGN, INC. (FA4452-11-A-0007)		\$25,000.00	
5	KJL-LETTS DESIGN, INC. (TEST01)		\$25,100.00	

Displaying 1 to 3 of 3 results. [Previous](#) | [1](#) | [Next](#)

Figure 7-11. View Award – Line Items

8 Preferences

The Preferences module allows Buyers to view their personal and security information. To make changes to this information, you must go to the eBuy web service.

To view your personal information:

1. Log into Reverse Auctions as a Buyer, and click **My Preferences** on the menu bar at the top of the screen.

The **Personal Information** screen, shown in Figure 8-1, will display the following information:

- Personal Information
- Contact Information

- Change Password
- Secret Question

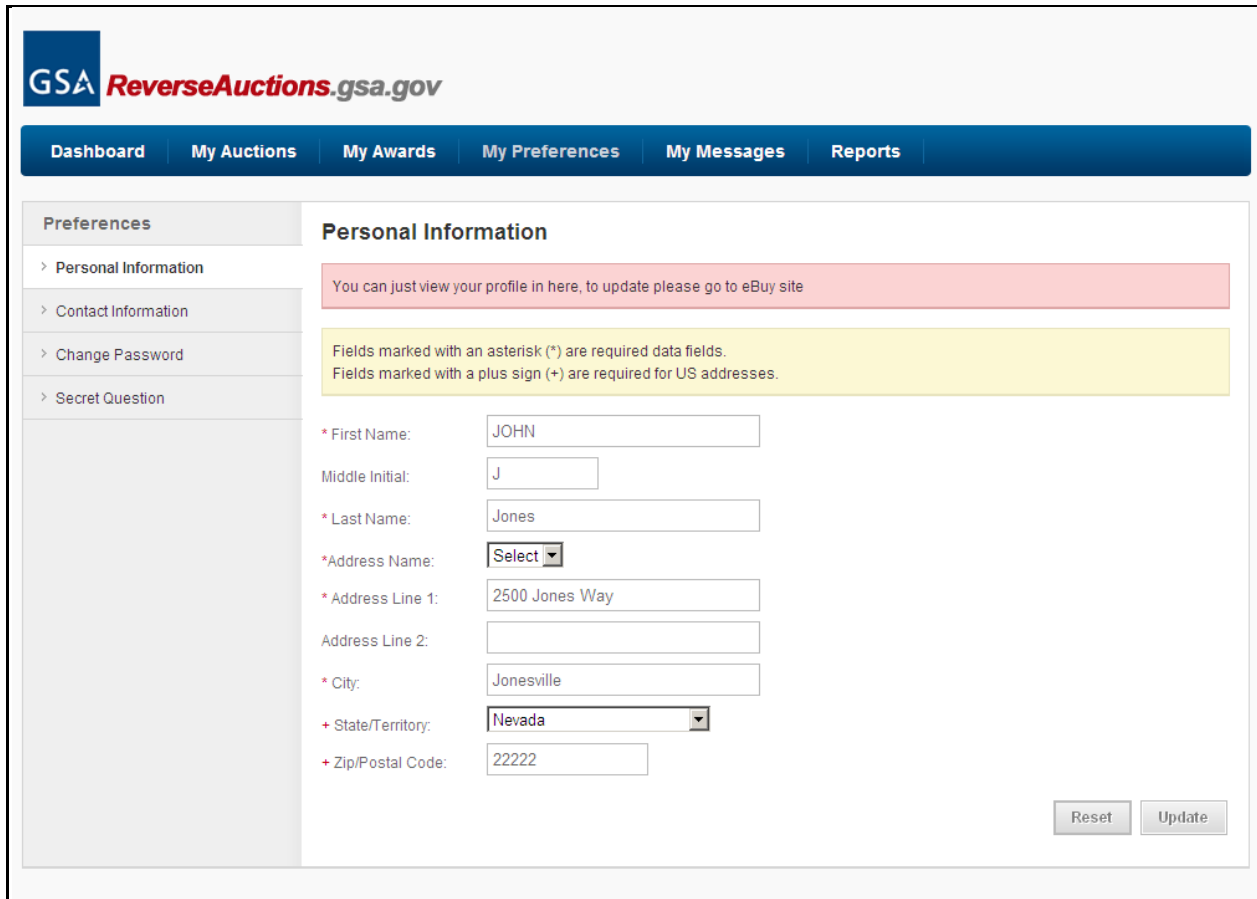


Figure 8-1. Personal Information

You can view your personal information on this screen. To update your personal information, you must go to the eBay website.

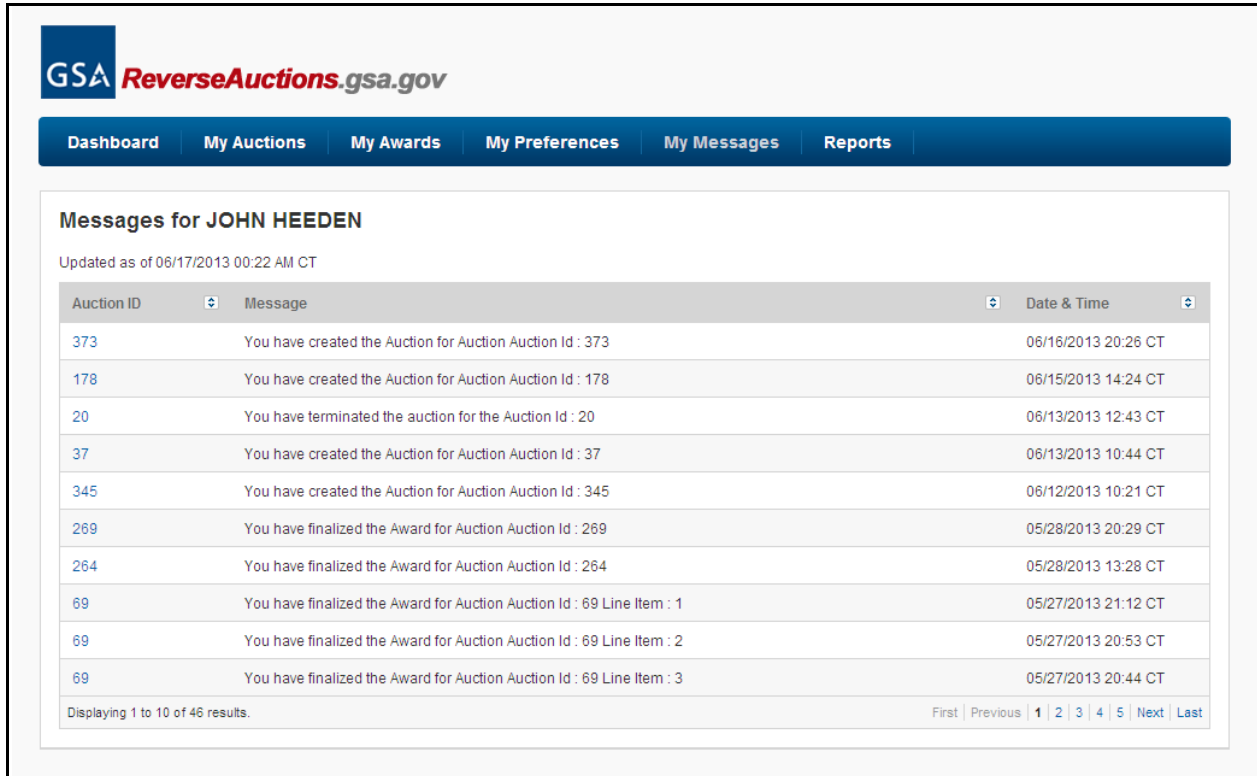
9 Messages

The Messages module displays a list of system generated messages about an Auction, including messages on the status of Bids and Awards, as well as System messages concerning auto extension, profile updates, terminations etc.

To view Buyer messages:

1. Log into Reverse Auctions as a Buyer, and click **My Messages** on the menu bar at the top of the screen.

The Messages screen, shown in Figure 9-1, will display a list of Buyer messages.



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Dashboard | My Auctions | My Awards | My Preferences | My Messages | Reports

Messages for JOHN HEEDEN

Updated as of 06/17/2013 00:22 AM CT

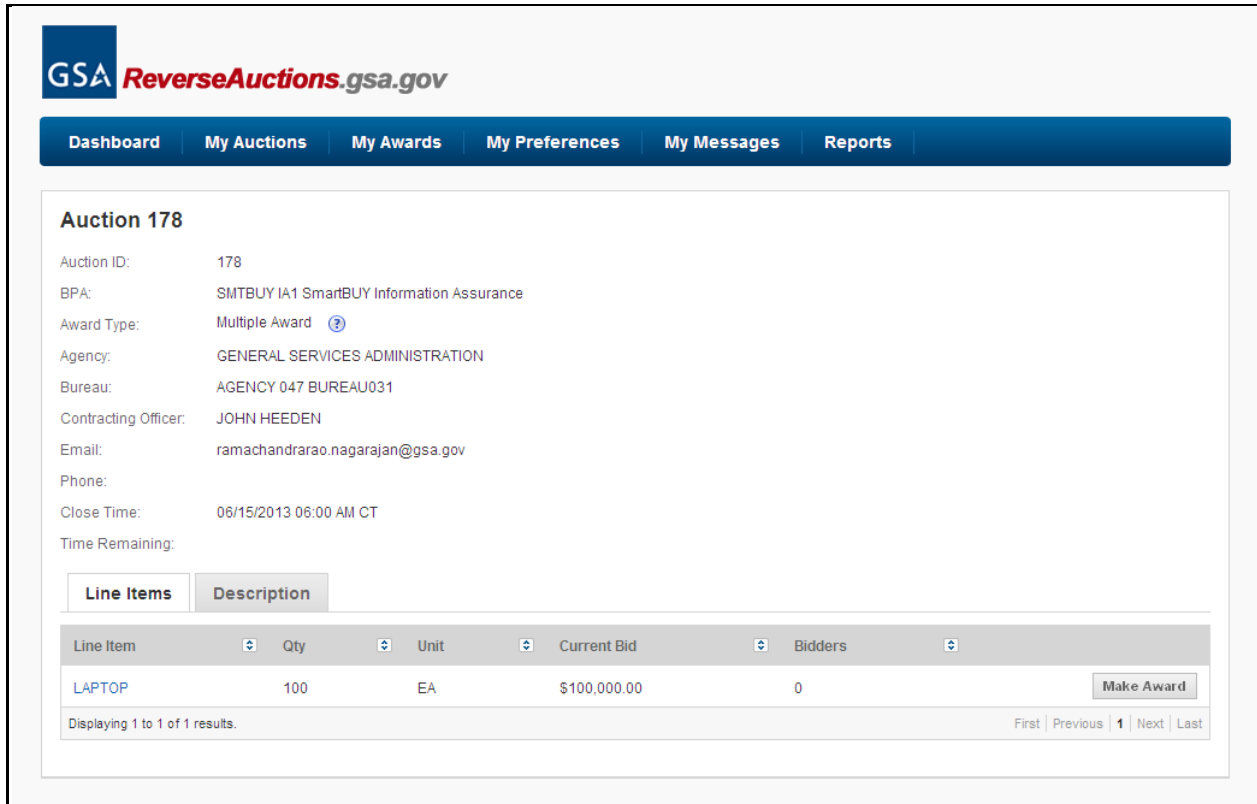
Auction ID	Message	Date & Time
373	You have created the Auction for Auction Auction Id : 373	06/16/2013 20:26 CT
178	You have created the Auction for Auction Auction Id : 178	06/15/2013 14:24 CT
20	You have terminated the auction for the Auction Id : 20	06/13/2013 12:43 CT
37	You have created the Auction for Auction Auction Id : 37	06/13/2013 10:44 CT
345	You have created the Auction for Auction Auction Id : 345	06/12/2013 10:21 CT
269	You have finalized the Award for Auction Auction Id : 269	05/28/2013 20:29 CT
264	You have finalized the Award for Auction Auction Id : 264	05/28/2013 13:28 CT
69	You have finalized the Award for Auction Auction Id : 69 Line Item : 1	05/27/2013 21:12 CT
69	You have finalized the Award for Auction Auction Id : 69 Line Item : 2	05/27/2013 20:53 CT
69	You have finalized the Award for Auction Auction Id : 69 Line Item : 3	05/27/2013 20:44 CT

Displaying 1 to 10 of 46 results. [First](#) | [Previous](#) | [1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [Next](#) | [Last](#)

Figure 9-1. Messages

2. Click one of the **Auction IDs** for which to view auction details.

The Auction Details screen, shown in Figure 9-1, will display auction details including a list of Line Items for the Auction associated with that Auction ID.



Auction 178

Auction ID: 178
 BPA: SMTBUY IA1 SmartBUY Information Assurance
 Award Type: Multiple Award [?](#)
 Agency: GENERAL SERVICES ADMINISTRATION
 Bureau: AGENCY 047 BUREAU031
 Contracting Officer: JOHN HEEDEN
 Email: ramachandrarao.nagarajan@gsa.gov
 Phone:
 Close Time: 06/15/2013 06:00 AM CT
 Time Remaining:

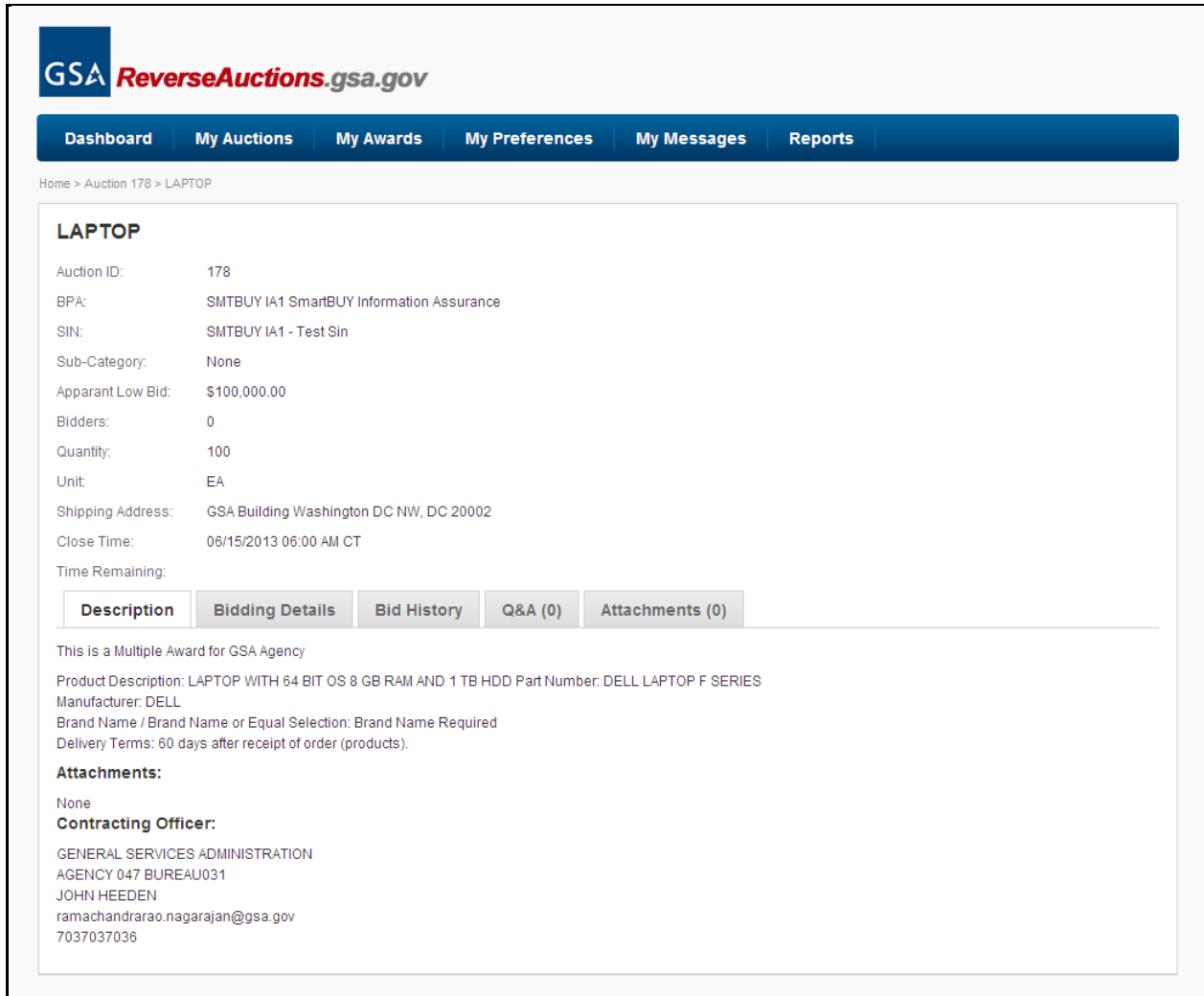
Line Item	Qty	Unit	Current Bid	Bidders	
LAPTOP	100	EA	\$100,000.00	0	Make Award

Displaying 1 to 1 of 1 results. [First](#) | [Previous](#) | [1](#) | [Next](#) | [Last](#)

Figure 9-2. Auction Details

The Auction Details screen allows you to:

- Award the Line Item by clicking the **Make Award** button (if it is displayed). (Refer to section 6 for more information on making an Award.)
- View a description of the Auction and attachments, by clicking the Description tab.
- View details for the Line Item, such as bidding details and attachments, by clicking the Line Item name to display the Line Item Details screen – shown in Figure 9-3.



GSA ReverseAuctions.gsa.gov

Dashboard | My Auctions | My Awards | My Preferences | My Messages | Reports

Home > Auction 178 > LAPTOP

LAPTOP

Auction ID: 178
 BPA: SMTBUY IA1 SmartBUY Information Assurance
 SIN: SMTBUY IA1 - Test Sin
 Sub-Category: None
 Apparant Low Bid: \$100,000.00
 Bidders: 0
 Quantity: 100
 Unit: EA
 Shipping Address: GSA Building Washington DC NW, DC 20002
 Close Time: 06/15/2013 06:00 AM CT
 Time Remaining:

Description | Bidding Details | Bid History | Q&A (0) | Attachments (0)

This is a Multiple Award for GSA Agency

Product Description: LAPTOP WITH 64 BIT OS 8 GB RAM AND 1 TB HDD Part Number: DELL LAPTOP F SERIES
 Manufacturer: DELL
 Brand Name / Brand Name or Equal Selection: Brand Name Required
 Delivery Terms: 60 days after receipt of order (products).

Attachments:
 None

Contracting Officer:
 GENERAL SERVICES ADMINISTRATION
 AGENCY 047 BUREAU031
 JOHN HEEDEN
 ramachandrarao.nagarajan@gsa.gov
 7037037036

Figure 9-3. Line Item Details

10 Reports

The Reports module allows the Buyer to generate Level 3 Data reports and Buyer Abstract reports. Level 3 reports provide Line Item details for Line Items that have been awarded, while Abstract reports provide auction details on active and closed auctions.


10.1 Level 3 Data Reports

Organizational Level 3 reports provide Line Item details for Line Items that have been awarded over a selected period of time.

To view Level 3 Data Reports:

1. Log into Reverse Auctions as a Buyer, and click **Reports** on the menu bar at the top of the screen.

The Level 3 Data Report screen, shown in Figure 10-1, will be displayed.

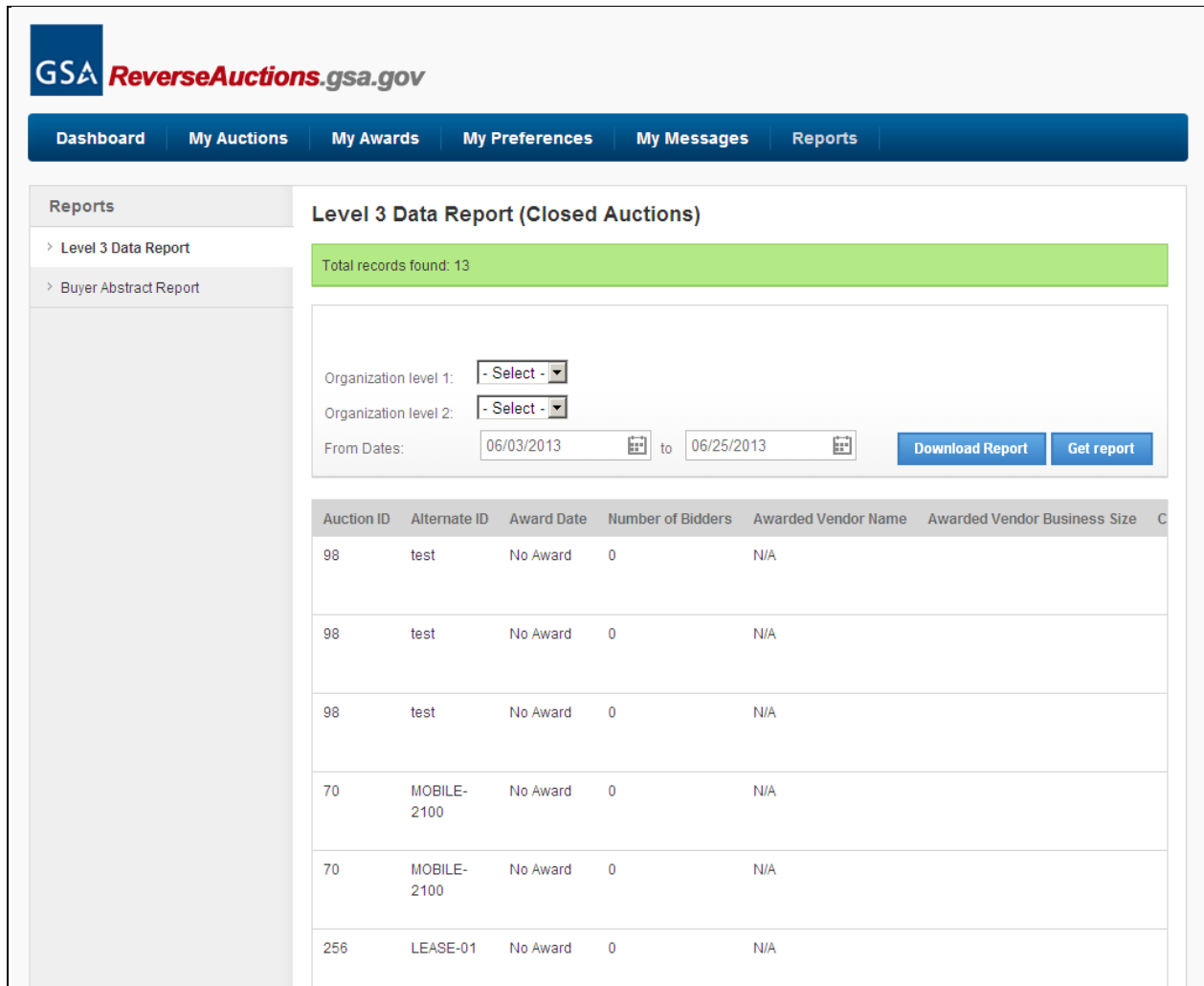


The screenshot shows the GSA ReverseAuctions.gsa.gov interface. At the top is a navigation bar with links: Dashboard, My Auctions, My Awards, My Preferences, My Messages, and Reports. Below this is a sidebar with a 'Reports' section containing two options: '> Level 3 Data Report' and '> Buyer Abstract Report'. The main content area is titled 'Level 3 Data Report (Closed Auctions)'. It contains two dropdown menus for 'Organization level 1' and 'Organization level 2', both currently set to '- Select -'. Below these is a 'From Dates' section with two date pickers and a 'to' label. To the right of the date fields are two buttons: 'Download Report' and 'Get report'.

Figure 10-1. Level 3 Data Report

2. Select an organization level from the Organization Level 1 and Organization Level 2 drop-down lists. (If you are an Agency level administrator, you will have the option to select a Bureau, and if you are a System level administrator, you will have the option to select both an Agency and a Bureau for which to specify a report.)
3. Select a date range by clicking the Date fields and selecting dates, and then click the **Get Report** or **Download Report** button.

A report will be displayed, as shown in Figure 10-2, that shows Line Item details for Line Items that have been awarded over the selected period of time.



Level 3 Data Report (Closed Auctions)

Total records found: 13

Organization level 1:

Organization level 2:

From Dates: to [Download Report](#) [Get report](#)

Auction ID	Alternate ID	Award Date	Number of Bidders	Awarded Vendor Name	Awarded Vendor Business Size
98	test	No Award	0	N/A	
98	test	No Award	0	N/A	
98	test	No Award	0	N/A	
70	MOBILE-2100	No Award	0	N/A	
70	MOBILE-2100	No Award	0	N/A	
256	LEASE-01	No Award	0	N/A	

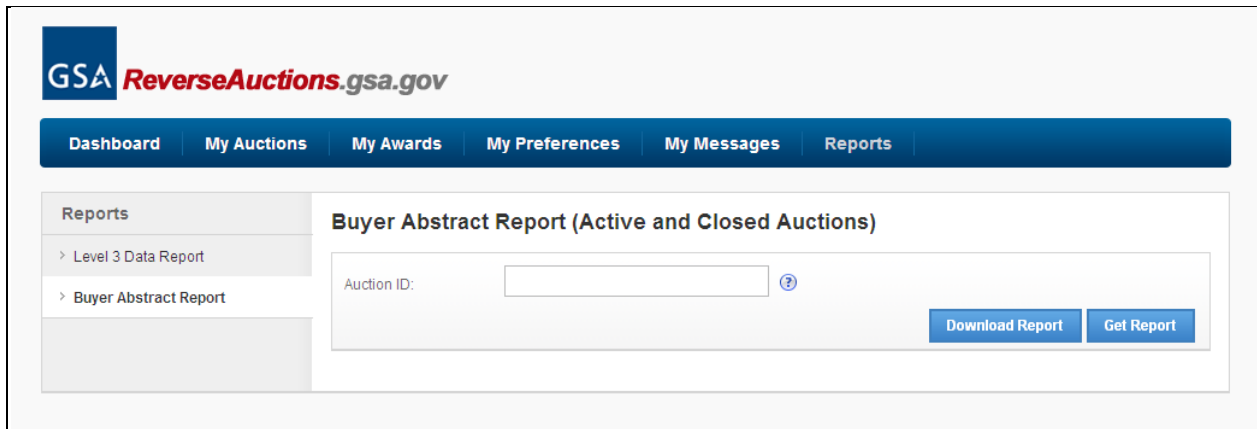
Figure 10-2. Data Report

10.2 Buyer Abstract Report

The Buyer Abstract Report provides auction details on active and closed auctions.

To view Buyer Abstract Reports:

1. Log into Reverse Auctions as a Buyer, and click **Reports** on the menu bar at the top of the screen.
The 'Level 3 Data Report screen, shown in Figure 10-1, will be displayed.
2. Select the **Buyer Abstract Reports** selection under Reports.
The 'Level 3 Buyer Abstract Report screen, shown in Figure 10-3, will be displayed.



GSA ReverseAuctions.gsa.gov

Dashboard | My Auctions | My Awards | My Preferences | My Messages | Reports

Reports

- > Level 3 Data Report
- > Buyer Abstract Report

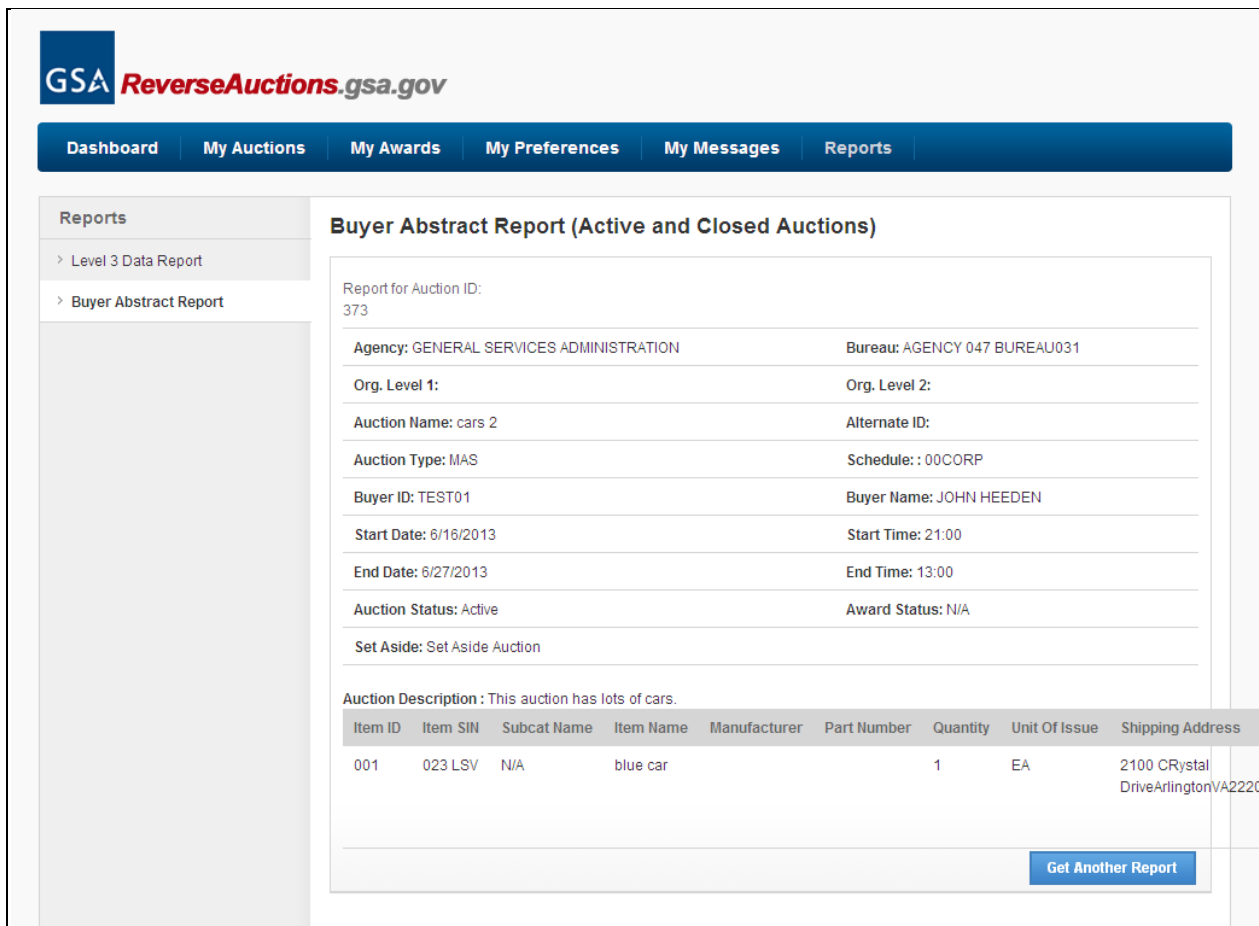
Buyer Abstract Report (Active and Closed Auctions)

Auction ID: ?

Download Report | Get Report

Figure 10-3. Abstract Report – search

3. Enter an Auction ID and click Download Report or Get Report.
4. The report, shown in Figure 10-4, will display auction details for the auction.



GSA ReverseAuctions.gsa.gov

Dashboard | My Auctions | My Awards | My Preferences | My Messages | Reports

Reports

- > Level 3 Data Report
- > Buyer Abstract Report

Buyer Abstract Report (Active and Closed Auctions)

Report for Auction ID: 373

Agency: GENERAL SERVICES ADMINISTRATION	Bureau: AGENCY 047 BUREAU031
Org. Level 1:	Org. Level 2:
Auction Name: cars 2	Alternate ID:
Auction Type: MAS	Schedule: : 00CORP
Buyer ID: TEST01	Buyer Name: JOHN HEEDEN
Start Date: 6/16/2013	Start Time: 21:00
End Date: 6/27/2013	End Time: 13:00
Auction Status: Active	Award Status: N/A
Set Aside: Set Aside Auction	

Auction Description : This auction has lots of cars.

Item ID	Item SIN	Subcat Name	Item Name	Manufacturer	Part Number	Quantity	Unit Of Issue	Shipping Address
001	023 LSV	N/A	blue car			1	EA	2100 CRYSTAL DriveArlingtonVA22202

Get Another Report

Figure 10-4. Buyer Abstract Report

5. To get another report, click the **Get Another Report** button at the bottom of the screen.